

**MINUTES OF THE ANNUAL MEETING  
OF THE TUTORSHIP COUNCIL**



Held on *(enter date)*

In *(enter location)*

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Check names of individuals in attendance.

- Name of tutor* \_\_\_\_\_
- Name of minor aged 14 or older* \_\_\_\_\_
- Name of secretary of the tutorship council* \_\_\_\_\_
- Name of the 1<sup>st</sup> member of the  
tutorship council* \_\_\_\_\_
- Name of the 2<sup>nd</sup> member of the  
tutorship council* \_\_\_\_\_
- Name of the 3<sup>rd</sup> member of the  
tutorship council* \_\_\_\_\_

Agenda	Information – Conclusions – Decisions	Follow-up	Responsibility	Dates
1. Adoption of the agenda				
2. Report on the past year				
3. Planning for the coming year				
4. Confirmation of the security				
5. Other business				