

**Business Advisory Committee
Sequoia High School
February 16, 2006
3:30 – 5:00 p.m.**

3:30 Welcome – Introductions (5 minutes)

Please provide your name, where you work and describe what you do.

Industry Standard Questions for Discussion

How is math specifically used in your profession? How often? How can this use of math be translated into a student exercise?

What communication methods do you use in your workplace? (e-mail, written, etc.) Are there standards and rules in your office? Are there privacy issues and methods of tracking communication?

What do you document in your business for legal, customer service or record keeping purposes? How and where do you keep these records?

What denotes professionalism in your office? Are there attendance requirements? Are you required to arrive to the office at a specific time or do you have a flexible schedule? What is the dress code in your workplace on a daily basis and for a special presentation?

Are you available to speak to a class on these topics?

Upcoming meeting: May 18, 2006