Sample Meeting Agenda

# \*\*\*Before starting the meeting, have everyone sign in and appoint a timekeeper who will keep each section running on time.\*\*\*

**0:00-0:10 Host welcome and introduction**

* Host of the meeting introduces themselves and welcomes attendees.
* Host shares why (s)he was inspired to organize the house meeting and the purpose of the meeting.

# 0:10-0:25 Attendee introductions

* Go around the room and ask each person to introduce themselves and share their reason for wanting to serve.

# 0:25-0:45 Choose a project

* Host introduces three or four project ideas and opens up the room for discussion.
* Discuss what projects will work best in your community.
* Group votes on project choice.

# 0:45-0:55 Set goals and identify leadership

* Ask which attendees are interested in being volunteer leaders - they should stay after the meeting for 15 minutes and commit to a weekly planning meeting beginning 2-3 months before the service project.
* Ask each attendee to consider personal summer goals and make a realistic but ambitious service commitment.

# 0:55-1:00 Conclusion

* At the end of the meeting, the group should have:
  + At least one project to commit to.
  + A leadership team.
  + Pledges from each attendee to participate.

# 1:00-1:15 Leadership team meeting

* Meet with volunteer leaders to set weekly meeting and divide responsibilities.
* Fill out attached worksheets