Meeting Topic	Time	
Date	Place	
What should each member learn by the end of this meeting?		
What will I teach?		
How will I teach it?		
Who should be involved?		
Tools / Supplies needed		
What do I need to do?		
How will members participate?		
What topic will we cover at the next mee	eting?	
Assignments for next meeting		
What supplies will members need to bri	ing with them to next meeting?	
Notes		