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 meeting?
______________________________________________________________________
______________________________________________________________________

Assignments for next meeting
______________________________________________________________________
______________________________________________________________________

What supplies will members need to bring with them to next meeting?
______________________________________________________________________
______________________________________________________________________

Notes
______________________________________________________________________
______________________________________________________________________

Adapted from:
4-H Volunteer Leaders’ Series – University of Arkansas
4-H Project Meeting Plans – Virginia Cooperative Extension
8/09