

## 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