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