



**Welcome to our meeting!**

**Our Mission:**

**We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personal growth.**

<b>Time</b>	<b>Role / Agenda Item for December 4, 2023</b>	<b>Member</b>
12:00PM	<b>Toastmaster</b> The Toastmaster opens the meeting, welcome toastmasters and guests. Mentions theme of meeting and introduces the other roles.	
12:07PM	<b>Toastmaster Introduces Roles</b>	-
12:09PM	<b>Speaker #1</b> The first of two speakers for the meeting who give a prepared speech from one of the many Toastmasters manuals.	
12:16PM	<b>Speaker #2</b> The second speaker for the meeting who give a prepared speech from one of the many Toastmasters manuals.	
12:23PM	<b>Table Topics</b> Impromptu speaking. The Table Topics master calls upon several members to deliver 1-2 minute talks on a topic announced right before the member is chosen.	
12:35PM	<b>General Evaluator</b> Introduces evaluation portion of meeting by introducing evaluators. After evaluations are given, asks for timer and grammarian report.	
12:36PM	<b>Evaluator #1</b> Evaluates speaker #1.	
12:39PM	<b>Evaluator #2</b> Evaluates speaker #2.	
12:42PM	<b>Timer</b> Keeps the time of each role and reports times.	
12:43PM	<b>Grammarian</b> Evaluates the usage of grammar and acts as the "ah counter".	
12:45PM	<b>General Evaluator Completes Meeting Evaluation</b> General Evaluator evaluates evaluators and overall meeting.	-
12:48PM	<b>Club President Closes Meeting</b>	-
12:53PM (end)	Club President asks for club announcements. Turns over to VPE of education for role assignments, time permitting. Meeting ends at 12:55.	