

Team Meeting Plan Worksheet

Feature: High Adventure/Sports Field of Emphasis

Meeting Location: LDS Penisquitos Stake Center

Date: March 18, 2010

Activity	Description	Person Responsible	Time
Warm-up - Early arrival activity - Set up meeting room			06:45 PM
Opening - Ceremony or song - Welcome - Announcements			07:00 PM
Business - Reports - Assignments - Advancement - High Adventure - Service - Personal Development - Special Programs - Squad events - Other			07:10 PM
Skills Instruction - Squad meetings - Advancement Work - Practice Time - Guest specialist - Contest/game - Special Activity			07:40 PM
Closing - Coach's Corner - Closing ceremony			08:15PM
Activity & Refreshments			08:20 PM
Wrap-up - Evaluation Meeting - Cleanup			08:30 PM