Thank you for downloading California DECA’s “Sample Meeting Agenda: Cultural Differences in Business.” Please use this sample template to help plan and execute an information chapter meeting! These ideas are for inspiration! Feel free to change these ideas to fit your chapter’s needs and goals. Good luck! Please note: text inside the {\_\_} should be replaced with the corresponding information!

{Pokémon} DECA CHAPTER MEETING AGENDA

Date: {MM/DD/YYYY}

Scheduled Start Time: {Scheduled start time}

Actual Start Time: {Actual start time}

Meeting Location: {Pallet Town}

AGENDA ITEM #1: Icebreaker

Presenter: {Ash Ketchum}

Allocated Time: 5 minutes

Discussion points:

* Depending on the group’s size, either split them into small groups or have a big group. Buy a package or two of skittles and pour them into a bowl. Write on the board what each color of skittles mean (e.g. yellow: favorite sport or activity, red: favorite movie, etc.) Have each member pick three skittles and share with the group!
* This helps members get to know each other more, and it gives them a small treat to eat as well!
* This is just a suggestion! Get creative with your icebreakers!

AGENDA ITEM #2: Announcements

Presenter: {Misty}

Allocated Time: 5 minutes

Discussion points:

* Talk about any upcoming events or conferences!
* Help you members get involved!

AGENDA ITEM #3: Cultural Differences in Business Presentation

Presenter: {Brock}

Allocated Time: 15 minutes

Discussion points:

* Construct your own powerpoint on the Cultural Differences in Business! Use your resources! Surf the Internet for applicable and interesting information and videos to share with your members. Choose 2-3 countries and compare their business cultures with that of the United States! Remember to make it interesting and engaging for the members. Don’t just recite boring information; make it memorable!
* Here are some helpful links and resources to get started! <http://www.worldbusinessculture.com/> , <http://smallbusiness.chron.com/examples-cultural-differences-business-21958.html>
* EXAMPLE: Business Culture in Hong Kong
	+ Because it was colonized by the British in the past, Hong Kong is a fairly Westernized culture. It is home to over 470,000 small businesses, and English and Chinese are the two main languages. The dress code is more on the conservative side. Team members prefer to receive clear, precise instructions instead of broad, general information. It is important to express interest outside other peoples’ work-related issues; talk about family or the city! Finally, gift giving is common among acquaintances.

AGENDA ITEM #4: Questions

Presenter: {Officer Team}

Allocated Time: 5 minutes

Discussion points:

* Open up the room for any questions that the members might have!

Minutes will be recorded by: {Pikachu}

Next Meeting: {MM/DD/YYYY}