Thank you for downloading California DECA’s “Sample Meeting Agenda: The Effect of Social Media on a Business.” Please use this sample template to help plan and execute an informational 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!

{Gotham City} DECA CHAPTER MEETING AGENDA

Date: {MM/DD/YYYY}

Scheduled Start Time: {Scheduled start time}

Actual Start Time: {Actual start time}

Meeting Location: {The Batcave}

AGENDA ITEM #1: Icebreaker

Presenter: {Batman}

Allocated Time: 5 minutes

Discussion points:

* “Two Truths and a Lie” Pick 10-15 members to come up to the front of the classroom and think of two truths and one lie about themselves. After one person recites theirs, make the rest of the attendees guess which one of the statements is a lie. Then keep going down the line to the next person.
* This helps introduce members to other members, and keeps the whole group active and engaged!
* This is just a suggestion! Get creative with your icebreakers!

AGENDA ITEM #2: Announcements

Presenter: {Robin}

Allocated Time: 5 minutes

Discussion points:

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

AGENDA ITEM #3: The Effect of Social Media on a Business Presentation

Presenter: {The Joker}

Allocated Time: 10 minutes

Discussion points:

* Construct your own PowerPoint on the Effect of Social Media on a Business! Use your resources! Surf the Internet for applicable and interesting information and videos to share with your members. Look up ways that social media has affected communication and marketing, and research current social giants such as Facebook, Twitter, Instagram, and LinkedIn. Remember to make the presentation 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://nowsthetimetoask.com/?p=47>, <http://mashable.com/2009/09/22/social-media-business/> , <http://usatoday30.usatoday.com/money/economy/story/2012-05-14/social-media-economy-companies/55029088/1>
* EXAMPLE: Word of Mouth
	+ In the modern business world, word of mouth marketing is one of the most cost-effective ways of establishing a brand or product. It could be as easy as liking a page on Facebook or sharing a video from Youtube to friends. Millions of people review products and services using social media platforms after making a purchase, which helps companies market new products easily.

AGENDA ITEM #5: 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: {Bane}

Next Meeting: {MM/DD/YYYY}