Thank you for downloading California DECA’s “Sample Meeting Agenda: What are Roleplays and Written Events?” 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!

{Sesame Street} DECA CHAPTER MEETING AGENDA

Date: {MM/DD/YYYY}

Scheduled Start Time: {Scheduled start time}

Actual Start Time: {Actual start time}

Meeting Location: {Elmo’s World}

AGENDA ITEM #1: Icebreaker

Presenter: {Elmo}

Allocated Time: 5 minutes

Discussion points:

* Cut out small pieces of paper and write random, commonplace words (e.g. green, burger, TV) and put them into a bowl. Call on members to pick a piece of paper out of the bowl and talk for 30-60 seconds on it.
* This will help them develop speaking and improvisational skills!
* This is just a suggestion! Get creative with your icebreakers!

AGENDA ITEM #2: Announcements

Presenter: {Cookie Monster}

Allocated Time: 5 minutes

Discussion points:

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

AGENDA ITEM #3: What are Roleplays?

Presenter: {Big Bird}

Allocated Time: 10 minutes

Discussion points:

* Use the “Introduction to Roleplays” PowerPoint available at www.californiadeca.org

AGENDA ITEM #4: What are Written Events?

Presenter: {Bert}

Allocated Time: 10 minutes

Discussion points:

* Use the “Introduction to Written Events” PowerPoint available at www.californiadeca.org

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: {Ernie}

Next Meeting: {MM/DD/YYYY}