Thank you for downloading California DECA’s “Sample Meeting Agenda: Intro to DECA.” Please use this sample template to help plan and execute your first DECA Introduction 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!

{Pacific Ocean} DECA CHAPTER MEETING AGENDA

Date: {MM/DD/YYYY}

Scheduled Start Time: {Scheduled start time}

Actual Start Time: {Actual start time}

Meeting Location: {The Krusty Krab}

AGENDA ITEM #1: Icebreaker

Presenter: {Spongebob Squarepants}

Allocated Time: 5 minutes

Discussion points:

* Give the members a piece of paper and tell them to fold it up into eight boxes. Fill the boxes with different interests, hobbies, or characteristics about themselves. Once completed, play some music and have them find at least one person that has the same interest listed on one of their boxes! If they have a match, have that person sign off the box.
* This activity helps members get to know each other and find shared interests to talk about with each other!
* This is just a suggestion! Get creative with your icebreakers!

AGENDA ITEM #2: What is DECA?

Presenter: {Patrick Star}

Allocated Time: 10 minutes

Discussion points:

* Use the “What is DECA?” PowerPoint available at www.californiadeca.org

AGENDA ITEM #3: Testimonials

Presenter: {Squidward}

Allocated Time: 5 minutes

Discussion points:

* Have Squidward, a four-year member of DECA, talk about his experience!

AGENDA ITEM #4: DECA Inc. Membership Video

Presenter: N/A

Allocated Time: 5 minutes

Discussion points:

* Use a projector and show the DECA Inc. Membership Video 2013-2014: See For Yourself!
* <https://www.youtube.com/watch?v=KYIx-3XOjuY>

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: {Mr. Krabs}

Next Meeting: {MM/DD/YYYY}