

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