

## Weekly Meeting Sample Agenda

| Start | Finish | Suggested duration | Activity                                      |
|-------|--------|--------------------|---|
|       |        | 5 min.             | <b>Meeting Call to Order</b>                  |
|       |        |                    | According to local custom                     |
|       |        | 30 min.            | <b>Meal and Fellowship Period</b>             |
|       |        | 20 min.            | <b>President's Time</b>                       |
|       |        |                    | Introduction of visiting Rotarians and guests |
|       |        |                    | Correspondence and announcements              |
|       |        |                    | Committee reports                             |
|       |        |                    | Club business                                 |
|       |        | 30 min.            | <b>Program</b>                                |
|       |        |                    | Introduction of speaker                       |
|       |        |                    | Speaker's presentation                        |
|       |        |                    | Closing remarks by president                  |
|       |        | 5 min.             | <b>Adjournment</b>                            |