



# 4-H Project Leader MEETING PLAN

Date: \_\_\_\_\_

Project: \_\_\_\_\_

	Sample Outline	My Outline	Who's Responsible	What/Who Supplies	Notes & Comments
	Introduction Interest Getter				
	Skills Session				
Meeting:	Discussion				
Time:	Presentation				
Place:	Recordkeeping				
Topic:	Summary & Assignments				
	Refreshments & Recreation				
	Closing				