



Virtual Project Meeting Sample Timeline and Lesson Plan

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The tools in this document are designed to assist 4-H project leaders in preparing and executing real-time virtual project meetings.

Sample Lesson Timeline for a One Hour Virtual Meeting¹

Part of Meeting	Amount of Time	Why	What We Will Do	Who Will Lead
Welcome & Introductions	5 minutes	Promotes a sense of belonging.		Examples: Project Leader, Teen Leader
Interest Getter	10 minutes	Establishes concepts to be learned at the meeting. Promotes skill development and mastery.	Examples: identification quizzes, judging contests, relay skill game, videos, virtual tour, guest speakers, instruction by leader, etc.	
Skills Session	15 minutes	Improves learning, promotes a sense of mastery and independence, develops life skills.	Activity using Experiential Learning: This is the hands-on or engaging part of the activity	
Discussion	15 minutes	Promotes mastery of the concepts and skills. Promotes a sense of teamwork.	Allow time for members to process the experience of the skill session.	
Record Keeping	10 minutes	Promotes a sense of mastery and record keeping life skill.	Help members capture what they did and learned	
Summary & Assignments	5 minutes	Promotes sense of belonging, develops leadership and possibly citizenship.	Summarize key points and make assignments.	

¹ Adapted from the 4-H Project Leaders' Digest Support Materials (2008).

Sample: Virtual Animal Science Project Meeting Lesson Plan

Part of Meeting	Amount of Time	What We Will Do	Who Will Lead
Welcome & Introductions:	5 minutes	<ul style="list-style-type: none"> • Introduce any new people. • Have youth give a brief (30 second) tour of where they are sitting as an ice breaker. 	Teen leader
Interest Getter:	10 minutes	<ul style="list-style-type: none"> • Ask the following questions and solicit answers: <ul style="list-style-type: none"> - Why do you think proper nutrition is important for sheep? - What do different foods do for our lamb's body's? 	Teen leader
Skills Session:	15 minutes	<ul style="list-style-type: none"> • Ask youth to individually brainstorm a list of things which they think lambs need for adequate nutrition. Have them write down their ideas. • Don't give them the answers • Invite youth to read their list to the group. • The leader can share their screen and type the (similar to writing it down on a flip chart) 	Project leader
Discussion:	15 minutes		Teen leader
Record Keeping:	10 minutes	Have youth record what they did at the meeting using the Annual Project Report (APR). Youth may also use blank paper.	Project leader
Summary & Assignments:	5 minutes	Restate the key points regarding show lamb nutrition.	Teen leader

Prep before meeting:

- **Recommend youth have access to video so they can be seen during the meeting.**
- **Ask youth to have a writing utensil, paper for notes, and a surface for notetaking ready during the meeting.**
- **Have youth print out an Annual Project Report (APR) or have an electronic copy available to fill in. If youth don't have access to a printer, paper copy, or electronic copy, a blank piece of paper will also do.**

Additional Resources for 4-H Virtual Project Meetings

Virtual Meeting Guidance for 4-H Adult Volunteers. Retrieved from

<https://ucanr.edu/sites/UC4-H/files/324048.pdf>

Presentation - How to Lead a Virtual 4-H Meeting. Retrieved from

<https://ucanr.edu/sites/ca4H/files/324960.pdf>

ZORMS (Zoom meeting norms). Retrieved from

<https://ucanr.edu/sites/ca4H/files/324685.pdf>

Fact Sheet: Integrating Experiential Education into Online Learning. Retrieved from

<https://ucanr.edu/sites/UC4-H/files/325668.pdf>

Fact Sheet: Promoting Positive Youth Development in Online Learning. Retrieved from

<https://ucanr.edu/sites/UC4-H/files/325669.pdf>

Fact Sheet: Practices for Out-of-School Time Online Learning. Retrieved from

<https://ucanr.edu/sites/UC4-H/files/325670.pdf>