

Weekly Meeting Sample Agenda

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