**The ${NO} Meeting of Toastmasters**

**Time:** ${TB}-${TE}, ${Date}

**Place:** ${Place} **Teams ID:** 000 000 **Password:** 0000

**President**

R

**VP Education**

I

**VP Membership**

B

**VP Public Relations**

H

**Secretary**

Y

**Treasurer**

X

**Sergeant at Arms**

X

Toastmasters International

[www.toastmasters.org](http://www.toastmasters.org/)

**Club Mission**

We provide a **supportive** and **positive** learning experience in which members are **empowered** to develop **communication and leadership skills**, resulting in greater **self-confidence** and **personal growth**.

|  |  |  |
| --- | --- | --- |
|  |  | |
| **${TB}** | **Guests & Role Takers Sign In** | |
| **${TS}** | **Welcome & Introduction** | |
|  | Meeting Call to Order (4') | ${SAA} |
|  | President Opening (2') | ${President} |
|  | Toastmaster of the Day Opening (1') | ${TMD} |
| **${TS}** | **Evaluation Team Introduction** | |
|  | General Evaluator Introduction (1') | ${GE} |
|  | Ah Counter Introduction (1') | ${AhCounter} |
|  | Timer Introduction (1') | ${Timer} |
|  | Grammarian Introduction (2') | ${Grammarian} |
| **${TSS}** | **Prepared Speech Session** | |
|  | #1 ${SpeechTitle1} (5'-7') | ${Speacker1} |
|  | #2 ${SpeechTitle2} (5'-7') | ${Speacker2} |
| **${TSS}** | **Individual Evaluation Session** | |
|  | Guest Engagement and Feedback (3') | ${SAA} |
|  | Individual Evaluation to Speaker #1 (2'-3') | ${IE1} |
|  | Individual Evaluation to Speaker #2 (2'-3') | ${IE2} |
| **${TSS}** | **Table Topic Session** | |
|  | ${TableTopic} (15') | ${TTM} |
| **${TSS}** | **Evaluation Session** | |
|  | Quiz (3') | ${Quiz} |
|  | Ah Counter Report (2') | ${AhCounter} |
|  | Grammarian Report (3') | ${Grammarian} |
|  | Timer Report (2') | ${Timer} |
|  | General Evaluator Report (5') | ${GE} |
| **${TSS}** | **Closing & Awarding** | |
|  | Meeting Closing (5') | ${President} |
|  |  |  |
| **Speech #1: ${SpeechTitle1}**  **Pathway:** ${Pathway1}  **Purpose:** ${Purpose1}  **Speech #2: ${SpeechTitle2}**  **Pathway:** ${Pathway2}  **Purpose:** ${Purpose2} | | |

**会议笔记**

|  |  |
| --- | --- |
| Meeting Information | |
| NO | 1 |
| TB | 11:50 |
| Date | 2023-01-01 |
| Place | ZZ |
|  |  |
| President | AAA |
| SAA | BBB |
| TMD | CCC |
|  | DDD |
| TTM | EEE |
| TableTopic |  |
|  |  |
| GE | FFF |
| Timer | GGG |
| AhCounter | HHH |
| Grammarian | JJJ |
|  |  |
| Speacker1 | KKK |
| IE1 | LLL |
| SpeechTitle1 | MMM |
| Pathway1 | NNN |
| Purpose1 | OOO |
|  |  |
| Speacker2 | PPP |
| IE2 | QQQ |
| SpeechTitle2 | RRR |
| Pathway2 | SSS |
| Purpose2 | TTT |
|  |  |
| Photographer | UUU |
| Quiz | VVV |
|  |  |