

# Flying Toaster's Agenda Generator

What is it?

The Flying Toaster's Agenda Generator is a modified Google Form (Google's Surveying Document) which takes a user's responses and generates a Toastmaster's Meeting Agenda.

What can it do?

- Generate the speech's length programmatically
- A feature of Google Forms is that whenever a form is submitted the responses to the form are stored into a Google Spreadsheet. This can be used to help the VP of Education track who has filled what roles.
- The output agenda is named "(#) Flying Toaster's Agenda" where the # corresponds to the row number in the Google Spreadsheet that produced that agenda.
- Automatically calculates Table Topics start time based off of number of speeches, and Speech start time.
- Generates agendas with no, one, or two speakers.

How to use it?

To use the agenda generator, simply fill out the form, and wait for the agenda generator to send the completed agenda back to you. The link to the form is here:

[https://docs.google.com/forms/d/1IOcpsMt5ptOsEOZsE3nE\\_U2IIz8E1OzPKdRxHKrA6wE/viewform?usp=send\\_form](https://docs.google.com/forms/d/1IOcpsMt5ptOsEOZsE3nE_U2IIz8E1OzPKdRxHKrA6wE/viewform?usp=send_form)

If the agenda generator fails to email the document, the generated document is located in the following Google Drive folder:

<https://drive.google.com/folderview?id=0B7y1Y3P6hnVNN2lnZFNjOV91RFU&usp=sharing>

All the responses to the agenda generator can be found in this spreadsheet:

[https://docs.google.com/spreadsheets/d/1hq\\_bd\\_V4Qa9t\\_NrILyC-oG6WWMYRTWLav2UhqujAIWs/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1hq_bd_V4Qa9t_NrILyC-oG6WWMYRTWLav2UhqujAIWs/edit?usp=sharing)

## How does the agenda generator work

The agenda generator is comprised of two parts; the form, and the script. The form is the interface that grabs the responses from user. The script copies a template file, and takes the responses gathered from the form and replaces tags found within the copied template file with the appropriate responses.

The tags used, and their respective replacements are listed below:

{DATE}	- Date of the next meeting		
{THEME}	- The theme of the next meeting		
{SAA}	- Sergeant at Arms		
{TMOD}	- Toastmaster of the Day		
{JKM}	- Jokemaster		
{GE}	- General Evaluator		
{TMR}	- Timer		
{AC}	- Ah Counter		
{GRA}	- Grammarian		
{WOD}	- The Word of the Day		
{TTM}	- Table Topics Master		
{TTMH}	- Table Topics Starting Time (hours)		
{TTMM}	- Table Topics Starting Time (minutes)		
{SP#}	- Name of Speaker where # is replaced by the speaker number		
{PN#}	- Project Numbers	""	""
{ST#}	- Speech Titles	""	""
{DR#}	- Speech Duration	""	""
{EVL#}	- Evaluators	""	""

The text formatting of the tags (bold, italics, underline) carries over to the replacement text. So if you would like the Timer's name to be in bold, simply insert the tag **{TMR}** where ever you want that name to appear.

Not all tags need to be present in the template for the program to work.

All information for the tags will be gathered from the Google Form, with the exception of the Sergeant at Arms' name. The Sergeant at Arms' name is coded into the Flying Toaster's Meeting Roles Spreadsheet. Simply open up the spreadsheet and change the value of cell 4A to the name of the Sergeant at Arms.