Good afternoon everyone, my name is Terry and I will be serving as the Timer & Ah Counter for today’s meeting.

My role is to keep track of time and note any filler words used by the speakers.

For speeches equal to or less than 3 minutes, I will display a green light when there is 1 minute left, a yellow light when there are 30 seconds left, and a red light when time is up.

For speeches longer than 3 minutes, I will display a green light when there are 2 minutes left, a yellow light when there is 1 minute left, and a red light when time is up.

I will stop the speaker immediately when time is up. I will be reporting my observations during the evaluation portion of the meeting. Thank you.

“I’m sorry, your time is up.”

“Thank you, Toastmaster. As the Timer & Ah Counter, I observed the following during today’s meeting:”

List the speakers in the order they spoke.

For each speaker, report the time taken and any filler words used.