



SATTVIC TOASTMASTERS

FOR HEALTHY LIVING

MEETING AGENDA

Club # CB-28676684

Area G2

District 126

Region 13

Where Leaders Are Made

[ZOOM MEETING LINK](#)

Theme of the Meeting

Funny & Memorable moments of 2024

Word of the Day

Feisty

December 29, 2024

8am – 10am, IST

EXECUTIVE COMMITTEE

President

TM Shahid Shaikh

VP Education

TM Adi Lakshmi

VP Membership

TM J.K. Arora

VP Public Relations

Noor Mohammad, DTM

Secretary

TM Vrunda Shashikumar

Treasurer

TM Aarav Saxena

Sergeant-At-Arms

Noor Mohammad, DTM

Immediate Past President

TM Vrunda Shashikumar

Club Mentor

TM Ishita Patnaik

CLUB MISSION

The mission of a Toastmasters Club is to 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.

7:45 am	Networking + Pre-Meeting Checks <i>Host welcomes guests, Audio-Video & role players check and Introduces Toastmaster of the Day</i>			Meeting Host
8:00 am	Sergeant-at-Arms Opens the Meeting			Adi Lakshmi
8:03 am	President's Opening Address + Guests Welcome			Shahid Shaikh
8:15 am	Club Elections + Club Officers Installation			John Pasha
8:45 am	Toastmaster Introduces the Functionaries <ul style="list-style-type: none">General EvaluatorGrammarianAh-CounterTimer			Vikram Prakash Shahid Shaikh Meher Teja Amarnath Bongu Usha
9:00 am	TMoD Conducts Prepared Speech Session			J.K. Arora
	Speaker	Project	Time	Evaluator
	Adi Lakshmi <i>Are you a good driver?</i>	PM L1/P2	5-7 mins	Noor Mohammad
5 MINUTES BREAK				
9:15 am	Table Topics Session <i>Conducts impromptu speech session with 1-2 mins per each speaker.</i>			J.K. Arora
9:35 am	Evaluation Session <i>General Evaluator calls for reports from Speech Evaluators, Grammarian, Ah-Counter & Timer and provides general evaluation report of the meeting</i>			Shahid Shaikh
9:50 am	Presiding Officer requests comments from guests			Shahid Shaikh
9:55 am	TMoD conducts Presentation Ceremony (Certificates to Winners)			Vikram Prakash
9:57 am	Business Session <ul style="list-style-type: none">Announcements and ratificationsMeeting roles for the next meeting			Shahid Shaikh
10:00 am	Meeting Adjourned			Adi Lakshmi

"The philosophy of the wisest man that ever existed, is mainly derived from the act of introspection" – William Godwin



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TI MISSION

We empower individuals to become more effective communicators and leaders.

DISTRICT MISSION

We build new clubs and support all clubs in achieving excellence.

<https://district126.org/>

CLUB MEETING SCHEDULE

Every Week on
Saturdays

06:30 - 08:30 PM PDT
09:30 - 11:30 PM EST

Sundays

08:00 - 10:00 AM IST
10:30 - 12:30 AM MYT

MORE INFORMATION

Read more about us at

<https://sattvic.club>

<https://linktr.ee/sattvict Toastmasters>

<https://toastmasters.org>

hello@sattvic.club

All members and guests

- Participate! Learn by doing! Volunteer to speak during the Table Topics section.
- Develop evaluation skills by completing mini-evaluation form.
- Guests will be asked to introduce themselves at the end of the meeting.
- If possible, please turn off phones and laptops.

Toastmaster

- Runs the meeting. Responsible for the agenda and confirming all meeting roles in advance.

Prepared Speaker(s)

- Prepares a speech using guidelines in one of the exercises in Pathways and delivers the speech to meet the speech objectives.
- Confirms speech delivery with the Toastmaster via email.

Table Topics Master

- Responsible for Table Topics segment of the meeting; prepares 3-10 topics for attendees to address in an exercise of impromptu speaking.
- Encourages those who don't have speaking roles to speak up.

General Evaluator

- Responsible for functionaries, including evaluators, grammarian, ah counter, and timer. Gives overall evaluation of the meeting.

Evaluator

- Evaluate one of the prepared speeches according to the criteria for that speech.
- Looks for: did the speech meet its objectives? Was the delivery effective? Any suggestions for improving the speech/delivery?

Grammarian

- Listens to all speeches and roles, and makes note of exemplary use of grammar, or areas where usage can be improved.
- Reports on the 'word of the day' usage.

Timer

- Gives Timing signal to Speakers and Evaluators: Green=met minimum required time, Yellow=time to start wrapping up, Red=met maximum required time.

Ah-Counter

- Records crutch, filler, unnecessary pauses, and repeated words to help us speak smoothly and confidently.

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