



# 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

Flow State

February 16, 2025

8am – 10am, IST

### EXECUTIVE COMMITTEE

President

TM Ishita Patnaik

VP Education

TM Adi Lakshmi

VP Membership

TM Vikram Jothyprakash

VP Public Relations

TM JK Arora

Secretary

TM Meher Teja

Treasurer

Noor Mohammad, DTM

Sergeant-At-Arms

TM Amarnadh Bongu

Immediate Past President

TM Shahid Shaikh

### 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	<b>Networking + Pre-Meeting Checks</b> <i>Host welcomes guests, Audio-Video &amp; role players check and Introduces Toastmaster of the Day</i>			Meeting Host
8:00 am	<b>Sergeant-at-Arms Opens the Meeting</b>			Amarnadh Bongu
8:03 am	<b>President's Opening Address + Guests Welcome</b> <i>Announcements and ratifications</i>			Ishita Patnaik
8:09 am	<b>Toastmaster Introduces the Functionaries</b> <ul style="list-style-type: none"><li>General Evaluator</li><li>Grammarian</li><li>Ah-Counter</li><li>Timer</li></ul>			Vikram Pravallika Amarnadh Bongu Ishita Patnaik Siva Krishna
8:14 am	<b>TMOD introduces the theme</b>			Vikram
8:20 am	<b>TMOD Conducts Prepared Speech Session</b>			Vikram
	Speaker	Project	Time	Evaluator
	Vikram Jothyprakash <i>The journey of thousand miles</i>	PM L2/P1	5-7 mins	Prateek Agarwal
	J K Arora <i>The funny side of logistics</i>	EH L5/P2	30 mins	Shahid Shaikh
<b>5 MINUTES BREAK</b>				
8:57 am	<b>Table Topics Session</b> <i>Conducts impromptu speech session with 1-2 mins per each speaker.</i>			Adi Lakshmi
9:20 am	<b>Evaluation Session</b> <i>General Evaluator calls for reports from Speech Evaluators, Grammarian, Ah-Counter &amp; Timer and provides general evaluation report of the meeting</i>			Pravallika
9:35 am	<b>TMOD conducts Presentation Ceremony (Certificates to Winners)</b>			Vikram
9:37 am	<b>Presiding Officer requests comments from guests</b>			Ishita Patnaik
9:45 am	<b>Business Session</b> <ul style="list-style-type: none"><li>Meeting roles for the next meeting</li></ul>			Ishita Patnaik
10:00 am	<b>Meeting Adjourned</b>			Amarnadh Bongu

"Forgiveness is the fragrance that the violet sheds on the heel that has crushed it." – Mark Twain



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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/sattvictoastmasters>

<https://toastmasters.org>

[hello@sattvic.club](mailto: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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