



SATTVIC TOASTMASTERS

FOR HEALTHY LIVING

Club # CB-28676684
Area G2
District 126
Region 13

MEETING AGENDA

Where Leaders Are Made
[ZOOM MEETING LINK](#)

Theme of the Meeting
Mindful Meetings

March 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	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			Amarnath Bongu	
8:03 am	President's Opening Address + Guests Welcome <i>Announcements and ratifications</i>			Ishita Patnaik	
8:09 am	Toastmaster Introduces the Functionaries <ul style="list-style-type: none"> ● General Evaluator ● Grammarian ● Ah-Counter ● Timer ● Active Listener 			Charvi Nagpal J K Arora Gangamai K TBD TBD Ashis Sinha	
8:14 am	TMOD introduces the theme			Charvi Nagpal	
8:20 am	TMOD Conducts Prepared Speech Session			Charvi Nagpal	
	Speaker	Project	Time		Evaluator
	Kavitha Chidambaram <i>Speech Title: Have you ever experienced?</i>	MS/L1 P3	5-7 mins		Noor Mohammad
	Valluri Udbhav <i>Speech Title: I survived a group project</i>	DL/ L4 P2	5-7 mins	Vikram Jothyprakash	
8.40 am	5 MINUTES BREAK				
8:45 am	Table Topics Session <i>Conducts impromptu speech session with 1-2 mins per each speaker.</i>			Ishita Patnaik	
9:05 am	Evaluation Session <i>General Evaluator calls for reports from Speech Evaluators, Grammarian, Ah-Counter, Timer & Active Listener and provides general evaluation report of the meeting</i>			J K Arora	
9:25 am	TMOD concludes the theme			Charvi Nagpal	
9:30 am	Presiding Officer conducts Presentation Ceremony (Certificates to Winners)			Ishita Patnaik	
9:35 am	Presiding Officer requests comments from guests			Ishita Patnaik	
9:45 am	Business Session <i>Meeting roles for the next meeting</i>			Ishita Patnaik	
10:00 am	Meeting Adjourned			Amarnath Bongu	

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



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Theme of the Meeting
Mindful Minutes

March 16, 2025
8am – 10am, IST

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/sattvictostmasters>
<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.