

TEST: Meeting Agenda - C...

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Editing Meeting Agenda

Start with the "Agenda Setup" tab, then move to the "Meeting Description" tab, then finally use the "Meeting Agenda Items" tab to create / modify this meeting agenda and add roles/assign people to roles.

Agenda Setup

Meeting Description

CKEDITOR javascript loaded after 7 seconds!!!

☐ Prevent this page from creating additional dialogs

OK

NOTE: You can change the sequence of the agenda items below by using your mouse to drag that item up or down in the list. It is usually easiest to click on the times at left when dragging items.

Time	Role / Agenda Item	Role	Action
06:45PM	Arrive	15 minutes	
07:00PM	Everyone greeted by our Membership Officer. Click to Assign Member: [9] Beck Hawkins		
07:00PM	Meeting Opening	2 minutes	
07:02PM	The Sergeant at Arms welcomes members and guests, explains meeting procedures and introduces our Toastmaster for the evening. Click to Assign Member: [41] Glen Powell ACB, CL		
07:02PM	Toastmasters Introduction	3 minutes	

Save

Close

06:45PM Arrive

7:00PM Everyone greeted by our Membership Officer

Beck Hawkins

2:51 PM

9/03/2016