



Nesma & Partners Toastmasters Club

#1014428, Area 60, Division F, District 79
Al Khobar, Saudi Arabia.

The mission of a Toastmasters Club: “We 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.”

(Welcome to our meeting! Enjoy the camaraderie!)

Time	Role / Agenda Item for August 26, 2014	Member
18:35	Sergeant At Arms Calls the meeting to order. Introduces the President.	Joji John
18:36	President Conducts business session. Invites the Secretary to read the minutes of the last meeting. Introduces the Toastmaster of the Day.	Ziad Bou Alwan
18:41	Toastmaster of the Day Introduces various assignees: Grammarian, Timer, Vote Counter, Ah Counter, General Evaluator.	Mohammad Safiullah, CC, ALB
18:42	Grammarian Explains the Grammarian's roles. Introduces the Word of the Day.	Ziad Bou Alwan
18:45	Timer Explains the Timer's roles. Explains the timings and procedures.	Santhosh Varughese
18:46	Vote Counter Explains the role of the Vote counter.	Deepesh Joshi
18:47	Ah Counter Explains the role of Ah Counter.	Shaik Ismail
18:48	General Evaluator Explains the roles of the General Evaluator.	Sankaran Unni
18:50	Toastmaster of the Day Announces the Theme of the day and introduces the One Minute Toastmaster.	Mohammad Safiullah, CC, ALB
18:51	One Minute Toastmaster One Minute Toastmaster speaks on the Theme of the day.	Francis Hampong Fajardo, CC
18:52	Toastmaster of the Day Introduces the Joke Master.	Mohammad Safiullah, CC, ALB
18:53	Joke Master Presents Jokes.	Joji John
18:55	Toastmaster of the Day Introduces the Speaker # 1, his/her Evaluator. Asks the Evaluator to read the Speech Objectives. Invites the Speaker # 1.	Mohammad Safiullah, CC, ALB
18:56	Speaker #1 Delivers the speech. Manual / Speech / Time: COMPETENT COMMUNICATION (CC) MANUAL (5) Your Body Speaks (5 to 7 min) Speech Title:	Joji John
19:04	Toastmaster of the Day Introduces the Speaker # 2, his/her Evaluator. Asks the Evaluator to read the Speech Objectives. Invites the Speaker # 2.	Mohammad Safiullah, CC, ALB

19:05	Speaker #2 Delivers the speech. Manual / Speech / Time: SPECIAL OCCASION SPEECHES (2) Speaking in Praise (5 to 7 min) Speech Title: Ralph Smedley	Alex Philip, ACS, ALS
19:13	Toastmaster of the Day Introduces the Speaker # 3, his/her Evaluator. Asks the Evaluator to read the Speech Objectives. Invites the Speaker # 3.	Mohammad Safiullah, CC, ALB
19:14	Speaker #3 Delivers the speech. Manual / Speech / Time: SPEAKING TO INFORM (1) The Speech to Inform (5 to 7 min) Speech Title:	Ziad Bou Alwan
19:22	Toastmaster of the Day Asks for the Timer's report. Invites the audience to vote for selecting the best speaker. Introduces & invites the Table Topics Master to conduct the Table Topics session	Mohammad Safiullah, CC, ALB
19:23	"Table Topics Master" Conducts Table Topics session. Asks for Timer's report. Invites the Audience to vote for selecting the best Table Topics Speaker.	Nayaz Kaiser
19:33	Toastmaster of the Day Invites the General Evaluator to conduct the Evaluation Session.	Mohammad Safiullah, CC, ALB
19:34	General Evaluator Introduces & invites the Evaluators one after another to evaluate the Speakers; invites the Grammarian for report.	Sankaran Unni
19:35	Evaluator #1 Evaluates the Speaker #1.	Nayeem Javed
19:38	Evaluator #2 Evaluates the Speaker #2.	Mohammad Safiullah, CC, ALB
19:41	Evaluator #3 Evaluates the Speaker #3	Dr. Shaikh Shakil Anjum DTM
19:44	Table Topics Evaluator Evaluates the Table Topics speakers.	Alex Philip, ACS, ALS
19:47	Grammarian Delivers the Grammarian's report.	Ziad Bou Alwan
19:52	General Evaluator Asks for the Timer's report. Invites the audience to vote for selecting the best evaluator. Invites the Ah Counter for report.	Sankaran Unni
19:53	Ah Counter Delivers Ah Counter's report.	Shaik Ismail
19:54	General Evaluator Offers the overall evaluation of the meeting.	Sankaran Unni
19:59	Toastmaster of the Day Asks the Vote Counter to announce the winners. Presents Awards. Invites the President to offer concluding remarks.	Mohammad Safiullah, CC, ALB
20:01	President	-
20:05 (end)	Asks the guests for their comments. Offers concluding remarks & adjourn the meeting. Invites for refreshments.	

Meeting Notes:

Mohammad Safiullah, CC, ALB: Word of the Day: Sedulous. Theme of the Day: There is always room for improvement.