



Middle School DECA

Sample Meeting Agenda

*Agenda covers 1 hour meetings

Preparation:

Have a table set up with handouts for students:

- o Sample quiz
- o Sample role play
- o Index cards (or half pieces of paper) for Role Play notes
- o Pencils
- o Sign in attendance sheet
- o Success tip sheet
- o Any information for parents
- o Other (snacks, drinks, prizes, Guessing Jar)

At the start of meeting, have students pick up meeting materials

***Sample agenda** – All times can be changed or modified; activities or discussion topics can be added or deleted

Ice breaker activity	5 to 10 minutes
Students take quiz	5 minutes
Review quiz answers	5 minutes
Discuss Success Tip	5 minutes
Introduce Practice Role Play	5 to 10 minutes
Students individually work on Role Play using index card	5 to 10 minutes
Partner students to practice Role Play (each taking a turn as a judge)	10 to 15 minutes
Regroup and discuss Role Play (review creative & effective responses	10 minutes

Meeting adjourned