



# Project Meeting Plan Worksheet

Meeting number: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Place:

What I want to accomplish:

Materials and equipment needed:

What tasks I must do:

How will the members participate?

Assignments for the next meetings:

Announcements:

*Work with 4-H'ers at the end of your project to review goals, evaluate their progress and help them learn from the experience.*

