**4-H Project Meeting Planner**

**Date: Project: Topic:**

**Time: Location:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sample Outline** | **My Outline** | **Who’s Responsible** | **What/Who Supplies** | **Comments** |
| Introduction  (Interest Getter) |  |  |  |  |
| Skills Session |  |  |  |  |
| Discussion |  |  |  |  |
| Presentation |  |  |  |  |
| Recordkeeping |  |  |  |  |
| Summary & Assignments |  |  |  |  |
| Refreshments & Recreation |  |  |  |  |
| Closing |  |  |  |  |
| Reflections &  Notes to Self |  |  |  |  |