**Meeting Date**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Time | Role | | Assigned to | Description |  |  |  |
| 18:00 | Meeting Leader | **John Doe** | | General Introduction | 3:00 | 4:00 | 5:00 |
| 18:05 | Timer | **John Doe** | | Explanation of the role |  |  | 1:00 |
| 18:07 | Grammarian | **John Doe** | | Explanation of the role and word of the day | 1:00 | 1:30 | 2:00 |
|  | | | | | | | |
| 18:10 | Thought of the Day | **John Doe** | |  | 2:00 | 2:30 | 3:00 |
| 18:15 | 1st Speaker Evaluator | **John Doe** | | Explain the objectives of the speech | 1:00 | 1:30 | 2:00 |
| 18:20 | 1st Speaker | **John Doe** | | "Who am I"? | 4:00 | 5:00 | 6:00 |
|  |  | *Basic Communication Path - - "Who Am I?"* <http://wiki.agoraspeakers.org/Who+am+I> | | |  |  |  |
|  | Break |  | | Feedback | 1:00 | 1:30 | 2:00 |
|  | | | | | | | |
| 18:30 | Hot Questions Evaluator | **John Doe** | | Explanation of the purpose of the section | 1:00 | 1:30 | 2:00 |
| 18:32 | Hot Questions | **John Doe** | | Impromptu speeches  1-2 min each | 8:00 | 9:00 | 10:00 |
|  | | | | | | | |
|  |  |  | |  |  |  |  |
| 18:45 | 1st Speaker Evaluator | **John Doe** | | 1st Speaker Evaluator | 2:00 | 2:30 | 3:00 |
| 18:50 | Hot Questions Evaluator | **John Doe** | | Hot Questions Evaluator | 3:00 | 3:30 | 4:00 |
| 18:55 | Grammarian | **John Doe** | | Report | 2:00 | 2:30 | 3:00 |
| 19:00 | Timer | **John Doe** | | Report | 2:00 | 2:30 | 3:00 |
| 19:03 | Meeting Evaluator | **John Doe** | | Report | 4:00 | 5:00 | 6:00 |
| 19:10 | Meeting Leader | **John Doe** | | Comments and Meeting Close | 2:00 | 3:00 | 4:00 |

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*"* *Agora empowers you to become a brilliant communicator and a confident leader who will actively build a better world"*