

TROOP MEETING PLAN



Date: _____

Time: _____

Location: _____

Leader(s): _____ Troop level: _____

Snack person(s): _____

Meeting helpers: _____

Items to bring: _____

Troop Business Notes: _____

Other Reminders: _____

AGENDA ITEMS

Activity	Description	Leader/Girl Responsibilities	Time allotted
✓ Start-up			
✓ Snack			
✓ Troop Business			
✓ Activity #1			
✓ Activity #2			
✓ Activity #3			
✓ Clean-up			
✓ Closing			
✓ Backup activity			