

## Gurgaon Toastmasters Club Meeting #507 Agenda

**Theme: Business Plan**

**3-Mar-19**

**Address: The Shri Ram School, V-37, Mouslari Avenue, Near Micromax Rapid Metro Station DLF Phase-3, Gurgaon, Haryana**

Events	Role	Name	Allotted Time (mins)	Start Time	End Time	Contact No	Email ID
Assembling of members and guests	All		15	10:15 AM	10:30 AM		
Meeting Opening and pledge of Toastmasters Club Mission	Sergeant at arms	Aditya Kaushik	2	10:30 AM	10:32 AM	087500 22722	akiitd94@gmail.com
Welcome / Intro of Guests / Intro of Toastmaster	Presiding Officer	Mohit Gandhi, PI1	5	10:32 AM	10:37 AM	099930 49262	mohitgandhi1989@gmail.com
Presentation of Theme and Introduction of General Evaluator	Toastmaster of the day (TMOD)	Sandeep Kalra, CC	5	10:37 AM	10:42 AM	099583 60304	sandeepkalra8@rediffmail.com
Introduction of Supplementary Role Players + Joke Master	General Evaluator (GE)	Swati Singh	7	10:42 AM	10:49 AM	099000 37815	swatisingh.rke@gmail.com
<b>Section 1 - Prepared Speech Section</b>							
Introduction of first speaker	TMOD	Sandeep Kalra, CC	1	10:49 AM	10:50 AM	099583 60304	sandeepkalra8@rediffmail.com
ACS # 37	Speaker 1	Nachiketa Goyal, ACS, ALS	6.5	10:50 AM	10:56 AM	099114 42269	nachiketagoyal@hotmail.com
Request Audience to write feedback for Speaker	TMOD	Sandeep Kalra, CC	0.5	10:56 AM	10:56 AM	099583 60304	sandeepkalra8@rediffmail.com
Introduction of second speaker	TMOD	Sandeep Kalra, CC	1	10:56 AM	10:57 AM	099583 60304	sandeepkalra8@rediffmail.com
Pathways # L1 # Project 4	Speaker 2	Ashni Juahary	6.5	10:57 AM	11:03 AM	090087 45709	ashnijauhary@gmail.com
Request Audience to write feedback for Speaker	TMOD	Sandeep Kalra, CC	0.5	11:03 AM	11:03 AM	099583 60304	sandeepkalra8@rediffmail.com
Introduction of third speaker	TMOD	Sandeep Kalra, CC	1	11:03 AM	11:04 AM	099583 60304	sandeepkalra8@rediffmail.com
Pathways# L2 # Project 3	Speaker 3	Sourabh Dev, TC1	6.5	11:04 AM	11:10 AM	097112 37840	sourabh.workaholic@gmail.com
Request Audience to write feedback for Speaker	TMOD	Sandeep Kalra, CC	0.5	11:10 AM	11:10 AM	099583 60304	sandeepkalra8@rediffmail.com
Introduction of Forth speaker	TMOD	Sandeep Kalra, CC	1	11:10 AM	11:11 AM	099583 60304	sandeepkalra8@rediffmail.com
Pathways	Speaker 4	Jyoti Jain	6.5	11:11 AM	11:17 AM	098115 07041	Jainjyoti2004@gmail.com
Request Audience to write feedback for Speaker	TMOD	Sandeep Kalra, CC	0.5	11:17 AM	11:17 AM	099583 60304	sandeepkalra8@rediffmail.com
<b>Section 2 - Table Topics Section</b>							
Introduction of Speaker	TMOD	Sandeep Kalra, CC	1	11:17 AM	11:18 AM	099583 60304	sandeepkalra8@rediffmail.com
Conduct of TTM Session	TTM	Sandeep Kumar Agarwal, CC, CL	20	11:17 AM	11:37 AM	098993 97663	sandeep_agr29@yahoo.co.in
<b>Section 3 - Evaluation Section</b>							
Introduction of Evaluation Section	GE	Swati Singh	1	12:00 PM	12:01 PM	099000 37815	swatisingh.rke@gmail.com
Project Evaluation	Evaluator 1	Varsha Yadav	3.5	12:01 PM	12:04 PM	087429 69675	varsha.y675423@gmail.com
Project Evaluation	Evaluator 2	Punit Aggarwal, SR1	3.5	12:04 PM	12:07 PM	099110 03092	007punit@gmail.com
Project Evaluation	Evaluator 3	Neha Sharma	3.5	12:07 PM	12:10 PM	096505 00864	sha.neha71@gmail.com
Project Evaluation	Evaluator 4	Supriya Bansal	3.5	12:10 PM	12:13 PM	096502 82009	supriya18bansal1989@gmail.com
Timer's Report	Timer	Aditya Kaushik	2	12:13 PM	12:15 PM	087500 22722	akiitd94@gmail.com
Ah Counter's Report	Ah Counter	Kunal Ojha	2	12:15 PM	12:17 PM		
Grammarian's Report	Grammarian	Pooja Shetty	2	12:17 PM	12:19 PM	072592 59116	poojashetty88@yahoo.in
Parliamentarian's Report	Parliamentarian	PKN Jogeshwarao	2	12:19 PM	12:21 PM		
GE's evaluation of overall meeting	GE	Swati Singh	5	12:21 PM	12:26 PM	099000 37815	swatisingh.rke@gmail.com
Casting of ballots and counting	Volunteer	Neha Sharma	5	12:26 PM	12:31 PM	096505 00864	sha.neha71@gmail.com
<b>Closing Remarks</b>							
Feedback from Guests + pending roles for next meeting	Presiding Officer	Mohit Gandhi, PI1	8	12:31 PM	12:39 PM	099930 49262	mohitgandhi1989@gmail.com
Appreciation Awards & Announcements	Presiding Officer	Mohit Gandhi, PI1	9	12:39 PM	12:48 PM	099930 49262	mohitgandhi1989@gmail.com

**We learn together!**