Thank you for downloading California DECA’s “Meeting Agenda Template." Please use this template to plan and schedule your chapter meetings. This resource will help you stay focused, on track, and relay information effectively. Visit [www.californiadeca.org](http://www.californiadeca.org) for “Prospective Chapter Meeting Ideas,” and a record your meeting with our “Meeting Minutes Template.” Please note: text inside the {\_\_} should be replaced with the corresponding information!

**{Chapter Name} DECA CHAPTER MEETING AGENDA**

Date: {MM/DD/YYYY}

Scheduled Start Time: {Scheduled start time}

Actual Start Time: {Actual start time}

Location: {Location of meeting}

AGENDA ITEM #1: {Topic you will be discussing}

Presenter: {Who will be leading the discussion of this topic}

Allocated Time: {How much time does the presenter have to discuss this topic}

Discussion points:

* {First main point the presenter will be covering}
* {Second main point the presenter will be covering}
* {Third main point the presenter will be covering}

AGENDA ITEM #2: {Topic you will be discussing}

Presenter: {Who will be leading the discussion of this topic}

Allocated Time: {How much time does the presenter have to discuss this topic}

Discussion points:

* {First main point the presenter will be covering}
* {Second main point the presenter will be covering}
* {Third main point the presenter will be covering}

AGENDA ITEM #3: {Topic you will be discussing}

Presenter: {Who will be leading the discussion of this topic}

Allocated Time: {How much time does the presenter have to discuss this topic}

Discussion points:

* {First main point the presenter will be covering}
* {Second main point the presenter will be covering}
* {Third main point the presenter will be covering}

AGENDA ITEM #4: {Topic you will be discussing}

Presenter: {Who will be leading the discussion of this topic}

Allocated Time: {How much time does the presenter have to discuss this topic}

Discussion points:

* {First main point the presenter will be covering}
* {Second main point the presenter will be covering}
* {Third main point the presenter will be covering}

AGENDA ITEM #5: {Topic you will be discussing}

Presenter: {Who will be leading the discussion of this topic}

Allocated Time: {How much time does the presenter have to discuss this topic}

Discussion points:

* {First main point the presenter will be covering}
* {Second main point the presenter will be covering}
* {Third main point the presenter will be covering}

**Minutes will be recorded by:** {name of officer or member that recorded minutes}

**Next Meeting**: {next meeting date}