

Time	Role	Activity	Member	Duration
6:45 PM	Arrival & prepare the room. Please be on time!			15 min
6:58 PM	open the meeting	Warm up the Audience, reminders, and introduce the TM	Open chair	2 mins
7:00 PM	Toastmaster	Open meeting; reveal theme, excite the audience	Hubert	4 - 6 min
7:06 PM	Toastmaster	Introduce Timer, Ah Counter, Grammarian, Greeter	Hubert	30 sec - 1 min
7:07 PM	Timer	Introduce Timer Role	Jon	1 min - 2 min
7:09 PM	Ah Counter	Introduce Ah Counter Role	Xiu Hua	1 min - 2 min
7:11 PM	Greeter	Greet Guests	Coco	3 - 5 min
7:16 PM	Toastmaster	Introduce 1 st speaker	Hubert	30 sec - 1 min
7:17 PM	1 st Speaker	AC 1/storytelling <i>The little Mermaid</i>	Jen Zhou	5 - 7 min
7:24 PM	Toastmaster	1 min of silence and Introduce 2 nd Speaker	Hubert	1 min - 2 min
7:26 PM	2 nd Speaker	Project 2 <i>Birthday Celebration</i>	Michael	5 - 7 min
7:33 PM	Toastmaster	1 min of silence and Introduce 3 rd Speaker	Hubert	1 min - 2 min
7:35 PM	3rd Speaker	Project 6 <i>Choice</i>	Vivian Li	5 - 7 min
7:42 PM	Toastmaster	1 min of silence and Introduce 4th Speaker	Hubert	1 min - 2 min
7:44 PM	4 th Speaker	Ice Breaker <i>Monster In My Heart</i>	Ellie	5 - 7 mins
7:51 PM	Toastmaster	1 min of silence	Hubert	30 sec - 1 min
7:51 PM	Announcement	Announcement	Hubert	7 mins
7:58 PM	New member Initiati	New member Initiation for XiuHua, Ellie, Ivy Liu,	Hubert	7 mins
8:05 PM	Break			10 mins
8:15 PM	Toastmaster	Return from Break	Hubert	30 sec - 1 min
8:15 PM	Toastmaster	Introduce Table Topics Master	Hubert	30 sec - 1 min
8:16 PM	Table Topics Master	Table Topics, 1-2 minutes per speaker	Liu Xia	30 sec - 1 min
8:26 PM	Toastmaster	Introduce GE to begin Evaluation portion of the meeting	Hubert	30 sec - 1 min
8:26 PM	General Evaluator	Introduce Table Topics Evaluator	Jen Zhou	30 sec - 1 min
8:26 PM	TT Evaluator	Evaluate Table Topics	Crystal	3 - 4 min
8:30 PM	General Evaluator	Introduce the 1 st Evaluator	Jen Zhou	30 sec - 1 min
8:31 PM	Evaluator	Evaluation of 1 st Speaker	Yucheng	2 - 3 min
8:34 PM	General Evaluator	Introduce 2 nd Evaluator	Jen Zhou	30 sec - 1 min
8:35 PM	Evaluator	Evaluation of 2 nd Speaker	Janet	2 - 3 min
8:38 PM	Master Evaluator	Introduce 3 rd Evaluator	Jen Zhou	30 sec - 1 min
8:39 PM	Evaluator	Evaluation of 3 rd Speaker	Yolanda	2 - 3 min
8:42 PM	General Evaluator	Introduce 4th Evaluator	Jen Zhou	30 sec - 1 min
8:43 PM	Evaluator	Evaluation of 4th Speaker	Cecelia	2 - 3 min
8:46 PM	General Evaluator	Call up Evaluation Team Report	Jen Zhou	30 sec - 1 min
8:47 PM	Ah Counter	Report	Xiu Hua	2 - 3 Min
8:50 PM	Timer	Report	Jon	2 - 3 Min
8:50 PM	General Evaluator	General Evaluator Report	Jen Zhou	5 - 7 min
8:57 PM	Speech Coach	Lesson of the day (if time allows)	Hubert Lin, CC	5 mins
9:02 PM	Good evening and see you next time. Post Meeting Fellowship (if any)			