

The Patrol Meeting Agenda

A written agenda can help you plan a meeting and can guide you as the meeting unfolds. The agenda you prepare will include these key items:

1. **Opening**—This can be a call to order or a simple ceremony.
 - Scribe takes roll.
 - Scribe reads the log of the last meeting.
 - Patrol leader announces the purpose of the current meeting.
 - Assistant patrol leader reviews advancement by patrol members.
2. **Business**—Items of business may include one or more of the following:
 - Plan for upcoming activities and make assignments.
 - Address new business.
 - Present the patrol leader's report on the patrol leaders' council meeting (once a month).
 - Check and repair camping equipment.
 - Vote on issues that need to be decided.
 - Build patrol spirit (yell, song, flag, logo).
3. **Skill activity**—Practice a Scouting skill that will be needed in the future.
4. **Game**—Play a Scouting game. It may be selected from the troop's program resources.
5. **Closing**—Use a brief closing thought by the patrol leader or another member of the patrol to end the meeting and remind Scouts of the importance of what they are doing.

Patrol Meeting Plan

Date _____ Week _____

Activity	Description	Run By	Time
Opening _____ minutes			
Business _____ minutes			
Skill activity _____ minutes			
Game _____ minutes			
Closing _____ minutes			
After the Meeting			