**MSF ZOOM MEETING AGENDA, BY THE MINUTE** *edited 10-18-22*

**FIRST 5 MINUTES**: OPEN NETWORKING-VISIT AND BE SURE TO WELCOME GUESTS ask what they do and ask them to post all contact information in chat window to everyone.

**MINUTE**

**05**  CALL THE MEETING TO ORDER. PHONE SILENT, ASK EVERYONE TO MUTE THEMSELVES WHEN NOT TALKING

**6** Ask everyone to sign in to Facebook Chapter Page

**6.5 I**ntroduce visitors & swear in new member.

**7** INTRODUCE LEADERSHIP

**9** PURPOSE & OVERVIEW OF MSF

**10** TEAM TRAINER

**15** MEMBERS INTRODUCE THEMSELVES 30-60 SEC

**35** VICE PRESIDENTS REPORT

 1ST WEEK recognize last month’s leaders.

**38** Treasurer Introduce Speakers & Speakers for next 4 weeks

**41** SPEAKERs 10 MINUTES IF TWO SPEAKERS 15 min if one speaker

**42** SOCIAL MEDIA ADVISOR-

**45** REFERRALS SLIPS each member shares their screen with the weekly business sheet filled out.

**50** ANNOUNCEMENTS/REMINDERS. EVENT COORDINATOR.

**53** THE SPEAKER & ONE OTHER PERSON SHARES THEIR most attractive photo of themselves, current or older photo

**54** Brainstorm on how we can help each other during this pandemic, or help other MSF chapter member, or society in general

**57 Everyone, right on the spot emails weekly business totals to the VP**

**59** JOKE/ QUOTE OF THE DAY---- CLOSE OF MEETING