



Planning the Project Meeting

Project group meetings must be planned well in advance. Members should be involved in completing some type of work before the next meeting. This helps the leader plan the next project meeting and makes efficient use of time.

Project group meetings are based on what the youths need to learn or do to complete their project work. Such meetings are most valuable when the club members and parents are actively involved and know their specific responsibilities.

Some groups begin their projects by listing all the activities needed to complete the project. They then use the list as the foundation for planning their project meetings.

Members may participate in a project meeting by:

- Discussing and exhibiting their project
- Giving a method demonstration
- Preparing information for presentation at one meeting
- Teaming up with parents to make the presentation at the meeting
- Conducting project meetings in a setting that is appropriate to the type of activity to take place.

For example, a nutrition project group should meet in the kitchen if the members are preparing food, or at the supermarket if the lesson is related to food purchases. A project group studying electricity should meet in a shop or a site where electrical work is performed.

Program plans must be able to adapt to meet new situations or emergencies. All group members should participate in the meetings several times in the year. New members should be incorporated into the activities of the group as quickly as possible.

Well-planned meetings run smoothly when you help all members understand what they need to do and how to carry out their assignments. Make sure that all participants know their roles, and review the plans with them a few days before the meeting. Plan the schedule before the meeting.



Reference: This publication is an edited and updated version of the "Texas 4-H Leaders Handbook."

Produced by AgriLife Communications and Marketing, Texas A&M System
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Issued in furtherance of Cooperative Extension Work in Agriculture and Home Economics, Acts of Congress of May 8, 1914, as amended, and June 30, 1914, in cooperation with the United States Department of Agriculture. Edward G. Smith, Director, Texas AgriLife Extension Service, Texas A&M System.