



UW-MADISON EXTENSION

# Project Meeting Plan

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**Date, Time & Place of Meeting:** \_\_\_\_\_  
(Do parents/guardians know meeting times? Is the location accessible?)

**What do you want youth to learn at meeting?** \_\_\_\_\_  
(Life skills, project skills)

**What we'll do at meeting?** \_\_\_\_\_  
(Hands-on learning activity; experiential learning process)

**Equipment, Supplies Needed:** \_\_\_\_\_  
(Members can bring things, share cost of materials)

**Who will teach/work with members?** \_\_\_\_\_  
(You, as leader, or others: youth leader, parents, resource people)

**Written handouts or instructions to take home:** \_\_\_\_\_

## At the Meeting:

- Talk with members about purpose of meeting, what we hope to learn, how this relates to overall project
- Review safety procedures related to the project
- Connect what they are learning to life skills.
- Show them how, demonstrate, give clear instructions.
- Let them do, make, try something themselves.
- Use reflection questions: What did you learn? How might you do this differently? Who could you share what you learned with? What did you learn about through this activity? How does what you learned relate to other areas of your life? How can you use these skills in different situations?

**Things to do at Home:** \_\_\_\_\_  
(Share what they learned; try something on their own)

**Our Next Meeting:** \_\_\_\_\_  
(Note date, time, place, topic, supplies/cost. Invite parents/guardians to attend; opportunity for youth to be involved in teaching and leading)