**FFA Meeting Planning Template**

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| Month: | Chair: |

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| Pre-Meeting Activity and OIC: |

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| Opening Ceremony: All Officers |

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| Secretary’s Report and Treasurer’s Report: ***Anaely and Rene*** |

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| Committee Reports: Motion Maker: |

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| Outstanding Aggie: | OIC: |
| Outstanding Aggie: | OIC: |
| Outstanding Aggie: | OIC: |
| Outstanding Aggie: | OIC: |

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| Activity #1 and OIC: |

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| Transition and OIC: |

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| Activity 2 and OIC: |

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| Transition and OIC: |

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| Activity 3 and OIC: |

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| Announcements: |
| Theme Closing: |

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| Closing Ceremony: ***Arath, Anaely and all others*** |