

## YOUR FIRST PROJECT MEETING

### What to Do (Not How to Do It)

- Help members get to know you and each other.
- Help members know what the project is all about.
- Review project materials. Discuss ideas for things to do in the project at meetings and at home. Use project material, your ideas, member ideas and parent ideas.
- List ideas for project meetings and involve members in choosing from the list. For younger members, list fewer options. Decide on a year's plan.
- Help members know the kinds of help you will give them at meetings, by phone, or at home (your home or their home).
- Help members think of things to do and learn that are realistic for their age and circumstance.
- Help members set realistic goals for doing and learning.
- Include a short project related activity that involves members in doing (and/or demonstration by you or the teen leader).
- Help members know how the teen leader will help with project work.
- Discuss things members can do at home before the next meeting.
- Remind members of the time, place, and things to bring to the next meeting.
- Say goodbye and thank the members for coming! Members are more likely to return if they believe they are welcome.