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| **DATA CENTER TOASTMASTERS MEETING MINUTES** |

**MEMBERS LIST (Highlighted = Member present for meeting):**

|  |  |  |  |
| --- | --- | --- | --- |
| Clarisse Jackson, CC | Brian B. O’Brien, ACB | Andrew Smoke | Austin P. Hatch, ACS, ALB |
| Linda S. Hill, DTM | Dan Jasnowski, VC1 | Efe Sahinoglu | Chitra K. Desai, CC, ALB |
| Tomiko S. Porter, DTM | Leonard E. Jackson, ACS, ALB, EC1 | Manisha Munikar | Jessica M. Hentges, DTM |
| Jennifer Mungai | Joshua Kurgat | Josh Woden | Scott Myers |
| Ken Maddox | Santosh Mirgude |  |  |

**OPENING**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DATE** | **OFFICER NAME** | **OFFICER ROLE** | **ACTION TAKEN** | **START TIME** |
|  |  |  |  |  |

**MEETING ACTIVITY:**

|  |  |  |
| --- | --- | --- |
| **ROLE** | **MEMBER NAME** | **TOPIC, IF APPLICABLE** |
| **TOASTMASTER** |  |  |
| **MOTIVATOR** |  |  |
| **GUEST RECOGNITION** |  |  |

**PRESENTERS:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ROLE** | **MEMBER NAME** | **MANUAL OR PATH** | **PROJECT SPEECH** | **SPEECH TITLE** | **TIME** |
| **SPEAKER 1** |  |  |  |  |  |
| **SPEAKER 2** |  |  |  |  |  |
| **SPEAKER 3** |  |  |  |  |  |

**TABLE TOPICS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **ROLE** | **MEMBER NAME** | **TABLE TOPICS QUESTION** | **TIME** |
| **TT FACILIATOR** |  |  | N/A |
| **TT SPEAKER 1** |  |  |  |
| **TT SPEAKER 2** |  |  |  |
| **TT SPEAKER 3** |  |  |  |
| **TT SPEAKER 4** |  |  |  |
| **TT SPEAKER 5** |  |  |  |

**EVALUATIONS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **ROLE** | **MEMBER NAME** | **POINTS OF INTEREST** | **TIME** |
| **GENERAL EVALUATOR** |  |  | N/A |
| **EVALUATOR 1** |  |  |  |
| **EVALUATOR 2** |  |  |  |
| **EVALUATOR 3** |  |  |  |
| **GRAMMARIAN/AH COUNTER** |  |  | N/A |
| **TIMER REPORT** |  |  | N/A |
| **GUEST REVIEW** |  |  | N/A |

**CLOSING:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **OFFICER NAME** | **OFFICER ROLE** | **ACTION TAKEN** | **CLOSED TIME** |
|  |  |  |  |  |

**CLOSING NOTES AND ANNOUNCEMENTS:**

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**MINUTES RECORDED BY:**

INT \_ [Secretary First Last], Data Center Toastmasters, Club Secretary

INT [First Last], for [Secretary First Last], Data Center Toastmasters, Club Secretary