
(Program Feature)

Ship Meeting Plan

Date _____ Location _____

(Church / Marina / Other)

Activity	Description	Run By	Time
Preopening _____ minutes Normally 15 min.	Setup meeting room. Duty Crew _____ Gathering Activity _____ Short Quarterdeck meeting.	Boatswain	
Opening Ceremony _____ minutes Normally 10 min.	Make Colors Pledge of Allegiance Sea Promise Receive Skipper/Officers Inspection	Bosun's Mate	7:00 PM Start On Time
Ship's Business _____ minutes Normally 10 min.	<i>(Yeoman/Purser Business, Urgent Decisions)</i> Yeoman's Roll Call Purser's Dues and Fee Collection	Boatswain	
Crew Meetings _____ minutes Normally 20 min.	<i>(Projects and Activity Planning)</i>	Crew Leaders	
Skills Instruction _____ minutes Normally 30 min.			
Intercrew Activity _____ minutes Normally 10 min.	<i>(Demonstration, Game, or Competition)</i>	Bosun's Mate	
Closing _____ minutes Normally 10 min.	Skipper's Minute Skipper Ashore Change of Duty Crew Scout Oath and Law Douse Colors	Bosun's Mate	
After the Meeting _____ minutes Normally 15 min.	Sweep floor, restore meeting room. Quarterdeck evaluation.	Boatswain	

Prepared By: _____(Bos'n)

Approved: _____(Skipper)

Ship Meeting Evaluation

Date _____

Preopening: Did the duty section setup the meeting space on time? Was the gathering activity interesting and useful?

Opening Ceremony: How smoothly did the opening ceremony go? Did everyone muster on station?

Ship's Business: Was business conducted with the Yeoman and Purser in an orderly fashion?

Crew Meetings: Were the crew leaders in charge and did they follow a meeting plan? Did the Boatswain provide information or direction to the crew leaders containing the Ship's objectives for that meeting?

Skills Instruction: Did the instruction topic fulfill an advancement requirement? Was the demonstration interesting and well prepared?

Intercrew Activity: Did everyone participate? Did the activity reinforce the skill instruction from earlier in the meeting? Did the Bos'n Mate take charge of the activity?

Closing: Was the closing memorable?

After the Meeting: Did the duty section sweep the floor and put the room back in order? Did the Quarterdeck evaluate the meeting?

Start:	Stop:	Continue:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Submitted: _____ (Bos'n)

Reviewed: _____ (Skipper)

The Yeoman should insert this meeting plan and this evaluation into the Ship's Log Book when completed.