

10. Back Reports (If any - ask for comments / questions after each report):

Team	Work	Follow Up/Comments/ Hours Worked
		# ___ Calls # ___ Contacts
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11. The Catena (Halfway into Meeting) (stand) Time: _____ AM/PM

12. Legion Promises (if any) Names: _____

13. Allocutio (5 minute talk by SD or Pres on reading or another topic)(sit) was given by: _____

14. Secret Bag (Without Interrupting Meeting)

15. Any continued Work Reports (if necessary)

16. Work of Study and discussion on Work of Study / Discussion on Other than Handbook Spiritual Reading. New Praesidia are encouraged to study the Handbook in the first years.

17. Work Assignments:

18. Other Business (Report on Comitium Meeting and Other Events / Discuss Other Business)

Completed Functions: _____

Upcoming Functions: _____

Other Business: _____

Pray For: _____

19. Concluding Prayers led by _____

20. Meeting adjourned at _____ AM/PM with _____'s blessing.

Things to Prepare for Next Week _____