

# FIRST MEETING AGENDA - CHANGE CLUBS



This is a template of the agenda for the Club's first meeting. This agenda can be modified as desired, however, make sure you and your Club decide at least the frequency of the following meetings and the way to exchange communications. It would be great to choose the first [Change Module](#) or topic, for each to set or start thinking of their goals for the subsequent meetings.

## AGENDA

- a. Round of introduction. Here are some ideas
  - o A check in or [icebreaker activity](#).
  - o People may wish to share their motivation - why they decided to join the Club - and their expectations. Check [why](#) it's important.
- b. Way and frequency of the next meetings. Remember that we recommend having regular meetings and meeting once a month should be the minimum.
- c. Way of communication, such as WhatsApp, Telegram, closed FB group, etc.
- d. Choose the topic in which the change will be carried out. Clubs are invited to follow the [Change Clubs](#) Modules thematic plan.
  - a. Learn more about [the process](#).
- d. Discuss about the timeframe, objectives, and individual goals.
- e. Talk about the [Starter Kit](#) with additional resources to support the change process.
- f. Decide if you want to calculate the carbon footprint. e.g. with [WWF](#) or [UBA](#). You can find more information on [Use a Carbon Footprint Calculator](#) from the Starter Kit.
- g. Decide how you want to measure the progress. e.g. with the [Action Tracker](#) or the [commitment form](#).
- h. Decide if you want to use the [Eevie app](#) to enhance engagement, stay motivated, while planting trees.
- i. Discuss if any reward will be provided to the members. Also, if the Club wishes to pay a fee to cover common costs and/or donate or promote sustainable projects.
- j. Any other matter addressed by the members.



Explanation of the Change Club process.



Additional tips for the initial meeting



Tips for a positive leadership





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If you have any further questions  
please [contact](#) the Coordination  
Team or you can write to  
[info@changeclubs.global](mailto:info@changeclubs.global)