

- I. Call to order: Meeting name: part of Open In Indiana, a new take on networking
 - a. Pass out Open In Indiana brochure and Small Biz Indy Monthly newsletter
- II. Introductions: Question of the Week:
 - a. Have each attendee introduce themselves, they brand they represent and answer your question of the week
 - b. Question for this meeting: -

 - c. Record attendees in the leadership portal:
 - d. Ask attendee if they achieved their goal set at the last meeting
- III. Referrals & Testimonials:
 - a. Ask attendees if they have received or given any fellow attendee a referral since last meeting
 - b. Ask attendees if they have had any one on one meetings with fellow attendees
 - c. Ask if anyone has a testimonial for a fellow member
 - d. Record all referrals, meetings and testimonials in the leadership portal:
- IV. Topic, Speaker or Activity:
 - a. 10 – 15 minutes
 - b. Choose the format of this meeting
 - i. Topic or Activity: Choose a topic or Activity from the Forum at: <https://hmg.fyi/topics>
 - ii. Speaker: Invite an active Open In Indiana member who has attended at least three meetings in the last 2 months. A speaker at an Open In Indiana meeting must be a member for at least 90 days.
 - c. Give attendees an opportunity to ask questions about topics and speakers
- V. Small Biz Marketplace:
 - a. Pass out Small Biz Marketplace quarter sheet flyer with group promo code.
 - b. Remind attendees which non-profit group your meeting is sponsoring with the 5% donation of sales with that promo code.
- VI. Events
 - a. Remind attendees of Open In Indiana events happening in the area from the newsletter
 - b. Ask attendees to share any events they are hosting or would be of interest to the group
- VII. Goals for Next Meeting
 - a. Ask attendees one goal they want to achieve for the next meeting. Write it down, you'll ask if they've achieved that goal at the next meeting
- VIII. Close the meeting
 - a. Remind attendees the date of the next meeting