

TIMEKEEPER'S REPORT

Date: _____

Timekeeper: _____

Time allocated (mins)	Time taken (mins)	Assignment	Comments
		# 1 Speech	
		Evaluation	
		# 2 Speech	
		Evaluation	
		# 3 Speech	
		Evaluation	
		# 4 Speech OR Educational	
		Evaluation	
		Table Topics Evaluation	

Notes:

- Make sure the lights and stop-watch are working properly
- Explain your assignment
- Give the report at the end of the meeting
- Credits: Competent Leadership Project 4