

Math Club Meeting Checklist

What to prepare for each meeting to ensure things run smoothly.

- One warm-up, lecture or lesson plan
- 2-3 competition sets of math problems (i.e. Mental Math, Team Test)
- Attendance sheet
- Sign-up sheet
- Agenda
- Competition/event information
- Monthly calendar

If Applicable

- Food
- Puzzles or games
- A summary of results from the last competition
- A newsletter