**Team Meeting Agenda**

| **DATE** | **VENUE/MEETING LINK** | | | |
| --- | --- | --- | --- | --- |
| 28/10/2024 | https://us05web.zoom.us/j/81383890244?pwd=EQABDUdzKNcqPIbtonRNoR8HSkaJxM.1 | | | |
| **MEETING TITLE** | | | **START TIME** | **END TIME** |
| Weekly Fundraising Planning Sync. | | | 2:00 PM | 2:40 PM |
| **TEAM NAME** | | | **FACILITATOR** | |
| Management | | | CEO (Team Leader) | |
| **TEAM MEMBERS REQUESTED TO ATTEND** | | | | |
| Finance Manager | Head of Catering | Virtual Assistant | Head of Operations | |
| Head of Tech and Audio-Visual | Finance Manager |  |  | |
|  |  |  |  |  |
| **AGENDA** |  |  |  |  |
| **CONTENT** | | **TO BE PRESENTED BY** | **START TIME** | **DURATION** |
| 1. Opening Remark | | CEO (Team Leader) |  |  |
| 1. This is a brief introduction by the team leader to welcome participants and set the tone for the meeting. | |  | 2:00 PM | 2:02 PM |
| 1. Previous Meeting Action Items Update. To discuss any updates on tasks assigned in the previous meeting. | |  | 2:02 PM | 2:12 PM |
| 1. Assign Minute Taker and Timekeeper; Define Roles | |  |  |  |
| i. Minute Taker: Virtual Assistant | |  |  |  |
| ii. Timekeeper: Virtual Assistant | |  |  |  |
| 2. Agenda Items | |  |  |  |
| a. Action Item | | Finance Manager | 2:12 PM | 2:17 PM |
| i. Notes | |  | | |
| ii. Key Decisions/ Deadline | |  |  |  |
| iii. Item Participants: Finance Manager | |  |  |  |
| b. Action Item | | Head of Operations | 2:17 PM | 2:22 PM |
| i. Notes | |  | | |
| ii. Key Decisions/ Deadline | |  |  |  |
| iii. Item Participants:  Head of Operations | |  |  |  |
| c. Action Item | | Head of Tech and Audio-Visual | 2:22 PM | 2:27 PM |
| i. Notes | |  | | |
| ii. Key Decisions/ Deadline | |  |  |  |
| iii. Item Participants: Head of Tech and Audio-Visual | |  |  |  |
| d. Action Item | | Head of Catering | 2:27 PM | 2:32 PM |
| i. Notes | |  | | |
| ii. Key Decisions/Deadline | |  |  |  |
| iii. Item Participants: Head of Catering | |  |  |  |
| 3. Any Other Business (AOB) | | General | 2:32 PM | 2:37 PM |
| 4. Closing Remark | | CEO (Team Leader) | 2:37 PM | 2:40 PM |
| 1. Summary of key points discussed, action items, and next steps. | |  |  |  |