**Team Meeting Agenda**

| **DATE** | **LOCATION** | | | |
| --- | --- | --- | --- | --- |
| 28/10/24 | https://us05web.zoom.us/j/83048388003?pwd=ojsbBBcXh9l5RZKOK6tPTccbkh8vv3.1 | | | |
| **MEETING TITLE** | | | **START TIME** | **END TIME** |
| **Fundraising planning sync** | | | 02:00 PM | 02:0 PM |
| **TEAM MEMBERS REQUESTED TO ATTEND** | | | | |
| Head of Catering | CEO (Team Leader) | Finance Manager | Head of Operations | |
| Head of Tech and Audio-Visual | Virtual Assistant (to take notes) |  |  | |
|  |  |  |  |  |
| **AGENDA** |  |  |  |  |
| **CONTENT** | | **TO BE PRESENTED BY** | **START TIME** | **DURATION** |
| 1. Opening remark  This is a brief introduction by the team leader to welcome participants and set the tone for the meeting | | Team leader | 02:00 pm | 2:00 |
| 2.Previous meeting’s action items update  o discuss any updates on tasks assigned in the previous meeting | | Virtual assistant | 02:02 PM | 10:00 |
| 3. Update by each attendee except the CEO | | Head of catering | 02:12 PM | 5:00 |
| Each participant presents their action plan for the area that they are heading | | Finance manager | 02:22 PM | 5:00 |
|  | | Head of operations | 02:27 PM | 5:00 |
|  | | Head of Tech and visual | 02:17 PM | 5:00 |
|  | |  |  |  |
| 4. Any other business (AOB) | | Virtual assistant | 02:32 PM | 5:00 |
|  | |  |  |  |
| 5. Closing remark | | CEO | 02:37 PM | 3:00 |
| Summary of key points and next step | |  |  |  |
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| Fundraising planning sync | |  | 2:00 PM | 2:40 PM |