**Team Meeting Agenda**

| **DATE** | **LOCATION** | | | | **LINK** |
| --- | --- | --- | --- | --- | --- |
| 28/10/2024 | **ZOOM** | | | | (<https://us05web.zoom.us/j/82589904698?pwd=qxqEbbG1UJKHXhstkcMtdWcTN376Jy.1>) |
| **MEETING TITLE** | | | **START TIME** | **END TIME** |  |
| Weekly Fundraising Planning Sync | | | 2:00 PM | 2:40 PM |  |
| **TEAM MEMBERS REQUESTED TO ATTEND** | | | | |  |
| Head of Catering | Head of Tech and Audio-Visual | CEO (Team Leader) | Finance Manager | | Head of Operations |
| Virtual Assistant (to take notes) |  |  |  | |  |
|  |  |  |  |  |  |
| **AGENDA** |  |  |  |  |  |
| **CONTENT** | | **TO BE PRESENTED BY** | **START TIME** | **DURATION** | **NOTES** |
| 1. Opening remarks | | (CEO) Team Leader | 2:00 PM | 2 minutes | This is a brief introduction by the team leader to welcome participants and set the tone for the meeting. |
| 1. Previous Meeting Action Items Update | | (CEO) Team Leader | 2:02 PM | 10 minutes | To discuss any updates on tasks assigned in the previous meeting |
| 1. Update by Each Attendee except the CEO | | Head of Catering | 2:12 PM | 5 minutes | To present their action plans for the areas they are heading. |
| Head of Tech and Audio-Visual | 2:17 PM | 5 minutes |
| Finance Manager | 2:22 PM | 5 minutes |
| Head of Operations | 2:27 PM | 5 minutes |
| 1. Any other Business (AOB) | | CEO (Team Leader) | 2:32 PM | 5 minutes |  |
| 1. Closing remarks | | CEO (Team Leader) | 2:37 PM | 3 minutes | Summary of key points and next steps |