**The Jeff Leatham Experience Lagos**

Meeting Agenda

**Date/Time:** 18th March, 2016 9:00am - 11:00am

**Location:** The Wheatbaker Lagos (The Usual Spot)

**Attendees:**

Abu Salami – CEO, Abu Salami Photography and Film

Amanda Amusan – CEO, Etiquette Avenue

Ata Ashiru – CEO, Inkhearts

Funmi Victor-Okigbo – CEO, No Surprises Events

Ifeoma Williams – CEO, Fruition Images

Moji Akinkunmi – Owner, Angelikas

Ope Aremo – NS Rep

Yasmine Folawiyo – CEO, Magniva Group

Yewande Rwa-Dung – CEO, Sara O

**OBJECTIVES**

* To sync with all members of the super team
* To look through loopholes and fill in the gaps where necessary with regards to event details
* To derive next steps and assign roles and responsibilities
* To go through status update/workplan, event flow and floor plan for both masterclass and dinner and share with the team
* Discuss Saturday’s meet and greet and Sunday’s photoshoot
* Drive final stage of ticket sales

**SCHEDULE**

09:00 – 09:05am – Introductions, welcomes, chit-chats – All

09:05 – 09:30am – Updates from all partners on responsibilities and timelines

09:30 – 09:40am – Discuss next steps and assign roles and responsibilities

09:40 – 10:00am – Discuss Saturday’s meet and greet and Sunday’s photoshoot, dress

code/outfits, etc – Yasmine Folawiyo

10:00 – 10:15am – Drive final stage of ticket sales

10:15 – 10:45am – Final walkthrough; and discuss floor plan and event flow

10:45 – 10:50am – Questions, feedback and goodbyes

**To Bring along**

Event flow - Ope

Floor plan - Ope

Updated status update - Ope