**Event Name**

Meeting Agenda

**Date/Time:**

**Location:**

**Attendees:**

**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 –

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

Floor plan

Updated status update -