

Weekly Fundraising Planning

DATE		LOCATION	
03/08/24		https://us05web.zoom.us/j/85786996843?pwd=ye74rHk2zIL5S6QzzAK4eylAayqHzV.1	
MEETING TITLE		START TIME	END TIME
Weekly Fundraising Planning		2:00 PM	4:00 PM
OPENING REMARKS		FACILITATOR	
Welcome everyone to our weekly fundraising planning meeting. Today, we'll review our progress and outline our next steps.		Mike Kelley	
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
1. Topic 1: Review of Last Week's Progress	Chinedu Okafor	2:00 PM	0:05
2. Topic 2: New Fundraising Strategies	Aisha Bello	2:05 PM	0:30
a. Minute Taker: [Ngozi Opara]			
b. Timekeeper: [Ngozi Opara]			
3. Task Assignments			
4. Agenda Items		2:35 PM	0:20 PM
a. Opening Remarks by the Team Leader			0:5PM
b. Previous Meeting Action Items Update. To discuss any updates on tasks assigned in the previous meeting			
c. Address by All Team Attendees			
• Head of Catering			0:1
• Head of Tech and Audio-Visual			0:1
• Finance Manager			0:1
• Head of Operations			0:1
Assignments			
i. Prepare New Fundraising Proposal	Michael Akeyin		
ii. Schedule Meeting with Potential Donors	Precious Robert		
c. Timelines			
i. Fundraising Proposal Deadline: 21/08/2024			
ii. Meeting with Potential Donors: 21/08/2024			
Notes	Chinedu Okafor suggested exploring		

	<p>social media ads to boost our fundraising campaign.</p> <p>Aisha Bello mentioned contacting three potential major donors next week.</p> <p>Michael Akeyin proposed organizing a virtual fundraising event at the end of the month.</p>		
Open floor for any additional items or concerns from attendees.		2:55 PM	0:15
5. Review of New Action Items' Terms and Descriptions		3:10 PM	0:15
6. Proposals for Next Meeting Agenda		3:25 PM	0:20
8. Adjournment		:00 PM	