

# AGENDA

## Meeting Details

Meeting Name	IT Budget Review Meeting		
Meeting Objective	The objective of the meeting is to discuss about budget allocation for various projects, equipment upgrades, and technology investments for the upcoming year		
Location	GMEET		
Meeting Date	23-09-2023	HOST	IT DEPARTMENT

## Activity List

speaker	Activity	Time Allocated
Person 1	Address the Annual Budgets	5 min
Team	Q&A Session	3 min
Facilitator	Conclusion	2 min

## Meeting Invites

<participants>
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