

TEAM MEETING AGENDA

DATE	LOCATION	FACILITATOR
Monday, 28/10/24	<p>ZOOM Meeting Link: https://us04web.zoom.us/j/71825228893?pwd=VF5RPSY649KIKIM40EjBvR16CaldWLO.1</p> <p>Meeting ID: 718 2522 8893 Passcode: Blessing</p>	CEO (Team Leader)

MEETING TITLE	START TIME	END TIME
Weekly Fundraising Planning Sync.	2:00PM	2:40 PM

ATTENDEES		
Head of Catering	Head of Tech and Audio-Visual	CEO (Team Leader)
Finance Manager	Head of Operations	Virtual Assistant

AGENDA

CONTENT / ACTION	PRESENTED BY	START TIME (PM)	END TIME (PM)	DURATION (MINUTES)
1. Opening Remark	Team Lead	2:00	2:02	2
2. Review of the last meeting	Virtual Assistant	2:02	2:12	10
3. Team Presentation				
❖ Food, Drinks, Snacks and Water. ❖ Menu Planning, Food Logistics and Catering Service	Head of Catering	2:12	2:17	5
❖ Video Coverage and Equipment Management ❖ Lighting and Sounds	Head of Tech and Audio-Visual	2:17	2:22	5
❖ Budget and Fund Allocation ❖ Expenses Tracking	Finance Manager	2:22	2:27	5
❖ Event Planning and Coordination	Head of Operation	2:27	2:32	5
4. AOB		2:32	2:37	5
5. Closing Remark	Team Lead	2:37	2:40	3