



# ICT ACADEMY AND TECH HUB TAKENOLAB

## General Meeting of May 2023

Meeting chairperson: Madam Francoise  
Starting time: **9 AM - 2 PM**

**Friday May 26, 2023**

### Morning Devotion

9:00\_9:30 (30Min)

By Madam Francoise.

#### Breakfast

9:30\_9:45 (15Min)

### Agenda:

**9:45\_12:30 (2h45')**

1. Class Progress

9:45\_10:00 (15Min)

By All Teachers

2. Challenges & evaluation of all depart

10:00\_10:45 (45Min)

By All Staffs

3. Rules and Regulations | our 12 principals

10:45\_10:55 (10Min)

By Madam Deborah.

4. Other Projects & way forward

10:55\_11:05 (10Min)

By The Operation

5. Ideas & Plans for staff Workshops

11:05\_11:20 (15Min)

By All Staff

6. Punctuality | communication  
| sanitation | Opening & Closing Time

11:20\_11:30 (10Min)

By Madam Deborah

7. Word from the Director

11:30\_12:00 (30Min)

By Mr. Remy Gakwaya

#### Pause

12:00\_12:15 (15Min)

### Workshop: Team Building

12:15\_1:15 (60Min)

Mr. Joseph Yami

#### Lunch

1:15\_1:45 (30Min)

AOB

1:45\_2:00 (15Min)

All staff

Technology Learning and Building Software

# takenoLAB

**Academy** +265-991-384-849 | +265-991-302-202  
*Where Technologies get created*

#### Address

P.O Box 120 Dowa  
[info@takenolab.com](mailto:info@takenolab.com)  
takenolab |

#### Physical Address

L012 Lilambwe - Mosque Street | Dowa | Malawi  
Website: <https://takenolab.com/> **Tech Hub & ICT**  
takeno\_LAB