**Team Meeting Agenda**

| **DATE** | **LOCATION** | | | |
| --- | --- | --- | --- | --- |
| 6/23/23 | [Join Zoom Meeting](https://us04web.zoom.us/j/76928307846?pwd=8toCbSugxuTPttG6DUw99lk6BVqF2m.1)  Meeting ID: 769 2830 7846  Passcode: 1DNdM9 | | | |
| **MEETING TITLE** | | | **START TIME** | **END TIME** |
| Weekly Fundraising Planning Sync | | | 2:00 PM  (GMT) | 2:40 PM  (GMT) |
| **ATTENDEES** | | | | |
| CEO (Team Lead)  Tom Lee | Head of Catering  Lynda Sonia | Head of Operations  Teddy Mo | Virtual Assistant (to take notes)  Mduduzi Malapane | |
| Head of Tech and Audio-Visual  Timmy Smith | Finance Manager  Barbara Nile |  |  | |
|  |  |  |  |  |
| **AGENDA** |  |  |  |  |
| **Agenda Items** | | **TO BE PRESENTED BY** | **START TIME** | **DURATION** |
| Opening Remarks | | Tom Lee | 2:00 PM | 0:02 |
| Previous Meeting Action Items Update | | Tom Lee | 2:02 PM | 0:10 |
| Update by Head of Catering | | Lynda Sonia | 2:12 PM | 0:05 |
| Head of Tech and Audio-Visual | | Timmy Smith | 2:17 PM | 0:05 |
| Finance Manager | | Barbara Nile | 2:22 PM | 0:05 |
| Head of Operations | | Teddy Mo | 2:27 AM | 0:05 |
| AOB | | Open Discussion | 2:32 PM | 0:05 |
| Closing Remarks | | Tom Lee | 2:37 PM | 0:03 |

**Task Assignments**

| **Task** | | **Assigned To** | **Deadlines** |
| --- | --- | --- | --- |
| Finalize Catering Vendor Selection | | Lyda | October 30, 2024 |
| Confirm audio visual rental | | Timmy Smith | October 31, 2024 |
| Breakdown of Event Budget | | Lynda Sonia | November 1, 2024 |
| Event Logistics | | Barbara Nile | November 2, 2024 |

**Timelines**

| **Key Dates** | | **Details** |
| --- | --- | --- |
| October 30, 2024 | | Finalize Catering Vendor Selection |
| October 31, 2024 | | Confirm audio visual rental |
| November 1, 2024 | | Breakdown of Event Budget |
| November 2, 2024 | | Event Logistics |

**Meeting Notes**

| **Notes/Observations** |
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