**Team Meeting Agenda**

| **DATE** | **LOCATION** | | | |
| --- | --- | --- | --- | --- |
| 10/28/24 | ZOOM (https://us05web.zoom.us/j/85781592803?pwd=yI1AiRfQwWGzw3VaNh4VG391xZaMuL.1) | | | |
| **MEETING TITLE** | | | **START TIME** | **END TIME** |
| Weekly Fundraising Planning Sync | | | 15:00 | 15:40 PM |
| **TEAM NAME** | | | **FACILITATOR** | |
| Sales Team A | | | 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. Opening Remarks | | Team Leader | 15:00 PM | 2:00 |
| 2. Review Prior Action Item List | |  | 15:02 PM | 10:00 |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
| 3. Agenda Items | |  | 15:12PM | 20:00 |
| a. Action Item | |  |  |  |
| i. Item Terms:Update | |  |  |  |
| ii. Item Description:Action plan for the area they are heading | |  |  |  |
| iii. Item Participants | | Head of Catering |  | 5:00 |
| b. Action Item | |  |  |  |
| i. Item Terms:Update | |  |  |  |
| ii. Item Description:Action plan for the area they are heading | |  |  |  |
| iii. Item Participants | | Head of Tech and Audio-Visual |  | 5:00 |
| c. Action Item | |  |  |  |
| i. Item Terms:Update | |  |  |  |
| ii. Item DescriptionAction plan for the area they are heading | |  |  |  |
| iii. Item Participants | | Finance Manager |  | 5:00 |
| d. Action Item | |  |  |  |
| i. Item Terms | |  |  |  |
| ii. Item Description | |  |  |  |
| iii. Item Participants | | Head of Operations |  | 5:00 |
| 4.AOB-Any Other Business | |  | 15:32PM | 5:00 |
| 5. Closing Remark,Summary of Key Points,Proposals for Next Meeting Agenda | | CEO | 15:37PM | 3:00 |
|  | |  |  |  |
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