BuzzMinutes

Planning the Annual Function

# Abstract Summary

The attendees, including the HR Manager, Finance Manager, Event Coordinator, and Head of Department Representatives, discuss the upcoming annual function. They consider the budget, employee preferences, and the need for team-building activities and recognition awards. They explore cost-effective venue options and decide on a mid-week event to keep costs manageable. They assign tasks to finalize the entertainment, coordinate venue negotiations, and plan departmental recognitions and team activities. They agree to reconvene in two weeks to review progress.

# Key Points

Main Points Discussed:  
  
1. The agenda of the meeting is to plan the upcoming annual function.  
2. The initial budget estimation for the function is approximately $30,000.  
3. Employee preferences include an evening event with live entertainment, interactive activities, and a formal sit-down dinner.  
4. The need to incorporate team-building activities and recognition awards into the event to boost employee morale.  
5. Venue options include a hotel ballroom, an events hall downtown, and a country club.  
6. The estimated costs for venues range from $8,000 to $12,000, including catering.  
7. Suggestions to negotiate package deals with venues and consider a mid-week event to manage costs.  
8. The importance of incorporating team activities, games, and departmental recognitions into the event.  
9. The decision to aim for a mid-week event, negotiate with the country club for a package deal, and explore cost-effective entertainment options.  
10. Responsibilities assigned to finalize the entertainment, coordinate venue negotiations, and work on departmental recognitions and team activities.  
11. The plan to reconvene in two weeks to review progress.

# Action Items

Action Items:  
  
1. Ms. Sharma to coordinate venue negotiations and secure the best possible deal within the budget constraints.  
2. Ms. Rao to finalize the entertainment and activities for the event based on employee preferences.  
3. Mr. Singh and department representatives to work on departmental recognitions and team activities for the event.  
4. All attendees to reconvene in two weeks to review the progress.