**VA Meeting Agenda 5/08/2024**

| **DATE** | **LOCATION** | | | |
| --- | --- | --- | --- | --- |
| 5/08/24 | https://us05web.zoom.us/j/85777860349?pwd=hmDxE6xHx2dF5nTjWtvEUnAD5iwraa.1 | | | |
| **MEETING TITLE** | | | **START TIME** | **END TIME** |
| Weekly Fundraising Planning | | | 02:00 PM | 02:40 PM |
| **TEAM NAME** | | | **FACILITATOR** | |
| Project Managers | | | Team Leader | |
| **TEAM MEMBERS REQUESTED TO ATTEND** | | | | |
| Head of Catering | Head of Tech and Audio visual | Finance Manager | Head of Operation | |
| Virtual Assistant (to take note) |  |  |  | |
|  |  |  |  |  |
| **AGENDA** |  |  |  |  |
| **CONTENT** | | **TO BE PRESENTED BY** | **START TIME** | **DURATION** |
| 1. Opening Remark | | Team Leader | 02:00 PM | 0:02 |
| 2. Assign Minute Taker and Timekeeper; Define Roles | |  | 02:02 PM | 0:02 |
| a. Minute Taker: [Virtual Assistant] | |  |  |  |
| b. Timekeeper: [Virtual Assistant] | |  |  |  |
| 3. Review Previous Action Item List | |  | 02:02 PM | 0:07 |
| 4. Update By Attendees | |  | 02:07 PM | 0:12 |
| a. Action Plans | | Finance Manager | 02:12 PM | 0:17 |
| B. Action Plans for your Area of Specialization | | Head Of Catering | 02:17 PM | 0:22 |
| C. Action Plans for your Area of Specialization | | Head Of Visuals and Tech | 02:22 PM | 0:27 |
| D. Action Plans for your Area of Specialization | | Head Of Operations | 02:27 | 0:32 |
| b. Action Item | |  |  |  |
| i. Item Terms | |  |  |  |
| ii. Item Description | |  |  |  |
| iii. Item Participants | |  |  |  |
| c. Action Item | |  |  |  |
| i. Item Terms | |  |  |  |
| ii. Item Description | |  |  |  |
| iii. Item Participants | |  |  |  |
| 5. AOB | |  | 02:32 PM | 0:37 |
| 6. Closing Remark, Summary of key points and next steps | | CEO | 02:37 AM | 0:40 |
| 7. Evaluation of Current Meeting | |  | 11:50 AM | 0:10 |
| 8. Adjournment | |  | 12:00 PM |  |