

Meeting Script for the 2024 Mukuba Tech Expo Planning

Date: October 6, 2024

Time: 10:00 AM

Location: Mukuba Unipod Conference Room (or Virtual Meeting via Zoom)

Chairperson: [Your Name]

Participants:

- Project Leaders: Desmond Mwaya, Nelson Haminda, Mukoma Mpasshi, Darius Kalubwa
 - Sponsor Representatives: Dangote Cement Zambia, Zafini, Liquid Telecom, Hitachi, Mukuba Unipod, NTBC
 - Media and Marketing Team
 - Innovators' Representatives
 - Event Volunteers
 - Technical Support Teams
-

Agenda:

1. Welcome & Opening Remarks

- *Chairperson:* "Good morning, everyone. Thank you for joining today's meeting. We are now 11 days away from the 2024 Mukuba Tech Expo, and there is a lot to cover as we finalize our plans. Let's dive into today's agenda and make sure we are fully prepared for the event day."

2. Progress Reports from Project Leaders

- *Chairperson:* "I would like to start with updates from our key project leaders. Please give brief reports on the status of your teams' work and highlight any challenges or support needed."

a) Fabrication Team (Nelson Haminda)

- *Nelson:* "We're almost finished with the electric vehicle chassis and exterior work. We are currently awaiting the battery sponsorship confirmation to complete the vehicle assembly. Additionally, a few adjustments are required for wheel alignment and suspension."

b) 3D Animation and Design (Desmond Mwaya)

- *Desmond:* "We've completed the 3D model and animation of the RCC Mafishi EV. It's currently being integrated into the VR experience. We're refining some textures and adding final touches to the virtual walk-through."

c) Electrical Wiring (Darius Kalubwa)

- *Darius*: "The wiring is 80% done. We're waiting for the battery and solar panels for final testing of the electrical system, including lights and motors. Once the components arrive, we'll need two days to wrap up."

d) Software Systems (Mukoma Mpasshi)

- *Mukoma*: "We're finalizing the VR simulation and testing interactions in the exhibition space. The RCC Mafishi software system, including real-time data from sensors, is ready for integration with the hardware once the wiring is complete."

3. Media and Marketing Update

- *Chairperson*: "Let's now move on to media and marketing. What's the status of our campaigns and visibility efforts?"
- *Media Team*: "We've secured sponsorship logos on all digital and physical banners. The NTBC T-shirt designs have been finalized and approved. We've also coordinated social media posts with countdowns and sponsor highlights. We're working on a press release for next week."

4. Sponsorship & Partnership Update

- *Chairperson*: "Are there any updates regarding sponsorships or partnerships?"
- *Sponsor Liaison*: "Yes, we've confirmed additional support from [Sponsor], who will provide refreshments for the event. We're still waiting on the battery supplier for the electric vehicle."
- *Chairperson*: "Let's ensure we follow up on the battery supplier as it's critical for the RCC Mafishi EV presentation."

5. Logistics and Venue Setup

- *Chairperson*: "Moving on to logistics. How is the setup for both the open tent and indoor spaces?"
- *Logistics Team*: "The 25 spaces for innovators in the open tent are already marked and assigned. We will need final confirmation on power supply for each stall by tomorrow. Indoor room layouts are set for the VIP entourage walk-through, and technical setups are underway."

6. Technical and VR Support

- *Chairperson*: "Let's hear from the tech team on VR and general technical support."
- *Tech Support*: "All hardware for the VR experience has been tested, and we're working on setting up interactive stations. We will require a dry run two days before the event to ensure smooth operation on the day."

7. Volunteer Coordination

- *Chairperson*: "Volunteer coordination is vital. How are we looking on that front?"
- *Volunteer Coordinator*: "We have 30 volunteers confirmed, and they are assigned to different sections, including ushering, security, and technical assistance. Training will take place on October 13th."

8. Closing Remarks & Action Points

- *Chairperson:* "Thank you all for your updates. Before we wrap up, here are the key action points for the coming week:
 1. Finalize battery sponsorship (Fabrication and Electrical Teams).
 2. Ensure all marketing materials are deployed (Media Team).
 3. Confirm logistics and power supply for open tent spaces (Logistics Team).
 4. Conduct a VR dry run on October 15th (Tech Team).
 5. Volunteer training on October 13th (Volunteer Coordinator).

Please communicate any issues that arise promptly. I look forward to seeing everyone's hard work come to fruition at the expo. The next meeting is scheduled for October 10th, where we will finalize all details. Have a great day!"

End of Meeting

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