

# Team Meeting Agenda

DATE	LOCATION
9/9/2024	Zoom Room: <a href="https://us05web.zoom.us/j/2669619308?pwd=UoKfXljinA5GOraudUpDGHThiK7Lptu.1&amp;omn=88284151096">https://us05web.zoom.us/j/2669619308?pwd=UoKfXljinA5GOraudUpDGHThiK7Lptu.1&amp;omn=88284151096</a>

MEETING TITLE	START TIME	END TIME
Weekly Fundraising Planning	2:00 PM	2:40 PM

TEAM NAME	FACILITATOR
Sales Team A	CEO

TEAM MEMBERS REQUESTED TO ATTEND				
Head of Catering	Head Of Tech and Audio-visuals	CEO(Team Leader)	Finance Manager	
Head Of Operations	Virtual Assistant(to take notes)			

## AGENDA

CONTENT	TO BE PRESENTED BY	START TIME	DURATION	NOTES
1. Opening remarks	CEO (Team leader)	2:00 PM	2:00	
2. Previous meeting action items update		2:02 PM	10:00	
a. Minute Taker:Rhema VA				
b. Timekeeper: Rhema VA				
3. Updates				
I. Action Item & Food Items Description	Head of Catering	2:12 PM	5:00	
ii. Item Participants & Tech Equipments	Head Of Tech and Audio-visuals	2:17 PM	5:00	
iii. Order of Events & Operations	Head Of Operations	2:22 PM	5:00	
iv. Budget & Expenses	Finance Manager	2:27 PM	5:00	
4. AOB		2:32 PM	5:00	
7. Summary of Current Meeting	CEO(Team Leader)	2::37 PM	3:00	