

VA Team Meeting Agenda

Meeting Details

Date	Location	Meeting Title	Start time	End time
Monday, 28/10/204	Zoom Meeting Link	Weekly Fundraising Planning Sync	2:00 PM, EAT	3:00 PM, EAT

Team Name	Facilitator
VA Fundraising Team	CEO (Team Leader)

List of Attendees
• Head of Catering
• Head of Tech and Audio-Visual
• CEO (Team Leader)
• Finance Manager
• Head of Operations
• Virtual Assistant(To take Notes)

AGENDA

AGENDA ITEM	TO BE PRESENTED BY	START TIME	DURATION
1.Opening Remarks	CEO (Team Leader)	2:00 PM	0:02
2. Previous Meeting Action Items Update	CEO (Team Leader)	2:02 PM	0:10
3. Update by each Attendee except CEO		2:12 PM	0:30
a. Update by Head of Catering	Head of Catering	2:12 PM	0:05
b. Update by Finance	Finance Manager	2:17 PM	0:05

Manager			
c. Update by Head of Operations	Head of Operations	2:22 PM	0:05
d. Update by Head of Tech and Audio-Visual	Head of Tech and Audio-Visual	2:27 PM	0:05
4.Task Assignments	CEO (Team Leader)	2:32 PM	0:10
a. Finalize Venue and Catering Details	Head of Catering, November 4, 2024		
b. Confirm Audio-Visual Setup Requirements and arrange them.	Head of Tech and AV, November 3 , 2024		
c. Prepare Budget Breakdown for Fundraising Event and Report	Finance Manager, November 2, 2024		
d. Draft and Send Event Invitations (Finalize the event schedule)	Head of Operations, November 1, 2024		
e. Compile RSVP List and Attendance Confirmations	Virtual Assistant, Deadline: November 1 , 2024		
5. Notes	Team Members (All)	2:42 PM	0:05
6. Review of timelines	Team Members (All)	2:47 PM	0:05
7.Any Other Business (AOB)	Team Members (All)	2:52 PM	0:05
8. Closing Remarks	CEO (team Leader)	2:57 PM	0:03