

DARAMOLA TAWAKALITU

# VA-MEETING AGENDA 28/10/24

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**Monday 28 October 2024 / 2:00PM GMT / [Zoom](#)**

## ATTENDEES

- Head of Catering
- Head of Tech and Audio-Visual
- CEO (Team Leader)
- Finance Manager
- Head of Operations
- Virtual Assistant (to take notes)

## AGENDA

### **Opening Remarks: The Team Leader (2 minutes)**

This is a brief introduction by the team leader to welcome participants and set the tone for the meeting.

### **Previous Meeting Action Items Update**

To discuss any updates on tasks assigned in the previous meeting (10 minutes total).

**New Business: Each Attendee except the CEO (5 minutes per participant) To present action plan for the area each is heading**

- Head of Catering
- Head of Tech and Audio-Visual
- Finance Manager
- Head of Operations

**Any other Business(AOB): 5 minutes**

**Closing Remarks: CEO- 3 minutes**

## Summary of the key points and next steps