

Meeting agenda: Fundraising planning sync

DATE	LOCATION
28/10/2024	Click here to join the meeting

MEETING TITLE	START TIME	END TIME
Weekly fundraising planning sync	14:00 GMT	14:40 GMT

TEAM NAME	FACILITATOR
Fundraising Team	Team Leader: Madimetja Lekalakala

TEAM MEMBERS REQUESTED TO ATTEND			
Team Leader (CEO): Madimetja Lekalakala	Head of Operations: Carol Moshatane		
Head of Tech and Audio Visual: Hezekiel Shokane	Head of Finance manager: Koketso Baloi		
Head of Catering: Thabang Maifo	Virtual assistant(take notes): Mahlatse Marima		

AGENDA

CONTENT	TO BE PRESENTED BY	START TIME	DURATION
Opening remarks (welcome people and set the tone for the meeting)	Team leader: Madimetja Lekalakala	14:00	00:02
Previous meeting updates(discuss any updates on tasks assigned in the previous meeting	Team	14:02	00:10
Update by Catering	Head of Catering: Thabang Maifo	14:12	00:05
Update by Tech and audiovisuals	Head of Tech and audio visuals: Hezekiel Shokane	14:17	00:05
Update by Finance	Head of Finance: Koketso Baloi	14:22	00:05
Update by Operations	Head of Operations: Carol Moshatane	14:27	00:05
AOB: Any Other Business	Team	14:32	00:05
Closing remarks (Summary of key points and next steps)	Team leader: Madimetja Lekalakala	14:37	00:03

Task Assignments

Tasks	Individual responsible	Due date
Organize meetings with potential performers	Head of operations: Carol Moshatane	10/11/2024
Contact potential food suppliers	Head of Catering: Thabang Marima	05'11/2024
Contact potential Tech and audiovisual equipment suppliers	Head of Tech and Audio Visual: Hezekiel Shokane	05/11/2024
Organize a meeting with potential sponsors	Head of Finance: Koketso Baloi	10/11/2024

Notes:

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Time lines:			
Organize meetings with potential performers	10/11/2024		
Contact potential food suppliers	05/11/2024		
Contact potential Tech and audiovisual equipment suppliers	05/11/2024		
Organize a meeting with potential sponsors	10/11/2024		
Next meeting	04/11/2024		
AOB Any other business:			
Create a marketing strategy	10/11/2024		
Closing remarks			