

MEETING AGENDA

Company Name / Department

— Meeting Title —

DAY AND DATE	LOCATION/LINK	START TIME	END TIME
Monday 5th August, 2024	https://us05web.zoom.us/j/85768800721?pwd=EnLVlH5fGSleqh3A0BicwxaUFvaaqq.1	2:00 PM	2:40 PM
MEETING OBJECTIVE		MEETING TYPE	
		Virtual	

ATTENDEES REQUESTED			
Head of Catering	Finance Manager		
Head of Tech and Audio-Visual	Head of Operations		
CEO9(Team Leader)	Virtual Assistant (to take notes)		

AGENDA

AGENDA ITEM	DESCRIPTION	PRESENTED BY	DURATION (mins)
Opening Remarks	This is a brief introduction by the team leader to welcome participants and set the tone for the meeting.	Team Leader	2:00
Previous Meeting Action Items Update	To discuss any updates on tasks assigned in the previous meetings		10:00
Update By Each Attendee	Each participant present their action plan for the area they are heading	Head of Catering, Head of Tech and Audio-Visual, Finance Manager, Head of Operations	5:00 (each)
Any Other Business (AOB)			5:00
Closing Remarks	Summary of key points and next steps by the CEO		3:00

ADDITIONAL INFORMATION

Action Items

ACTION	OWNER	DUE DATE

Decisions/ Resolutions Made

Special Notes
