

# Meeting Agenda: FayHair Groups of Company Fundraising Planning Sync

| DATE     | LOCATION                                       |
|----------|------------------------------------------------|
| 10/28/24 | <a href="#">Click here to join the Meeting</a> |

| MEETING TITLE        | START TIME    | END TIME      |
|----------------------|---------------|---------------|
| Fundraising Planning | 2:00 PM (GMT) | 2:40 PM (GMT) |

| ATTENDEES                           |                                |                                                    |                                  |
|-------------------------------------|--------------------------------|----------------------------------------------------|----------------------------------|
| CEO(Team Lead)<br>Chinedu Okafor    | Head of Catering-<br>Amaka Ibe | Head of Tech and<br>Audio-Visual- Kunle<br>Adeyemi | Finance Manager-<br>Femi Balogun |
| Head of Operations-<br>Ifeoma Nwosu | VA ( Note Taker)<br>Ayolabi    |                                                    |                                  |

## AGENDA

| AGENDA ITEM                           | PRESENTER            | START TIME | DURATION |
|---------------------------------------|----------------------|------------|----------|
| Opening Remarks                       | Chinedu Okafor (CEO) | 2:00 PM    | 0:02     |
| Previous Meeting Action Items Update  | Chinedu Okafor (CEO) | 2:02 PM    | 0:10     |
| Update by Head of Catering            | Amake Ibe            | 2:12 PM    | 0:05     |
| Update by Head of Tech & Audio Visual | Kunle Adeyemi        | 2:17 PM    | 0:05     |
| Update by Finance Manager             | Femi Balogun         | 2:22 PM    | 0:05     |
| Head of Operations                    | Ifeoma Nwosu         | 2:27 PM    | 0:05     |
| Any other Business (AOB)              | Open Discussion      | 2:32 PM    | 0:05     |
| Closing Remarks                       | Chinedu Okafor (CEO) | 2:37 PM    | 0:03     |

## TASK MANAGEMENT

| TASK                                     | ASSIGNED TO   | DEADLINES        |
|------------------------------------------|---------------|------------------|
| Finalize Catering vendor selection       | Amaka Ibe     | October 30, 2024 |
| Confirm audio-visual equipment rental    | Kunle Adeyemi | October 31, 2024 |
| Provide detailed event budget breakdown  | Amake Ibe     | November 1, 2024 |
| Coordinate event logistics and transport | Ifeoma Nwosu  | November 3, 2024 |

## TIMELINES AND IMPORTANT DATES

| KEY DATES/DEADLINES | DETAILS                                   |
|---------------------|-------------------------------------------|
| October 30, 2024    | The catering vendor selection finalized   |
| October 31, 2024    | Audio-visual equipment rental confirmed   |
| November 1, 2024    | Detailed event budget breakdown confirmed |
| November 3, 2024    | Event logistics and transport confirmed   |

## MEETING NOTES

| NOTES/OBSERVATION |
|-------------------|
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