

Meeting Agenda

| Information of Meeting | | | |
|--------------------------------------|---|----------------------|-------------------------|
| Objective: | Objective of meeting is to project status updates for the launch of Ubunye BF | | |
| Date: | 13/07/2016 | Location: | KLM – M/Ridge |
| Time: | 19:00 | Meeting Type: | Write type of meeting |
| Call-In Number: | [072 585 0423] | Call-In Code: | N/A at the moment |
| Called By: | Denzel | Facilitator: | Denzel Heslop |
| Timekeeper: | | Note Taker: | Sheila Rothman |
| Attendees: | Refer to register | | |
| PREPARATION FOR MEETING | | | |
| Please Read: Previous Minutes | | | |
| Please Bring: Open mind | | | |
| ACTION ITEMS FROM PREVIOUS MEETING | | RESPONSIBLE | DUE DATE |
| 1 | Photo shoot – Update - Ongoing | D.H | July 2016 |
| 2 | TK Rothman | EJ /TR | August 2016 |
| 3 | Ubunye Launch | Ubunye BF | 23,24,25 September 2016 |
| AGENDA ITEMS | | PRESENTER | TIME ALLOTTED |
| 1 | Ubunye Launch – 23, 24 & 25 September 2016 – Task teams feedback | DH | 50 minutes |
| 2 | Q & A | ALL | 10 |
| NEW ACTION ITEMS | | RESPONSIBLE | DUE DATE |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| OTHER NOTES OR INFORMATION | | | |
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