

Meeting Agenda

Project Title: Commerce Contributes – Empowering Innovation for All

Subject: Project Management

Department: Commerce

Meeting Title: Planning & Fundraising Coordination Meeting

Date: 5 JAN-26

Time: _____

Attendees:

- Iqra
- Amal
- Ayesha
- Adeena
- Baqir

Purpose of the Meeting:

The purpose of this meeting is to plan and coordinate activities for the project “Commerce Contributes – Empowering Innovation for All.” The meeting will focus on fundraising strategies, task allocation, and resource planning to successfully raise Rs. 100,000 for the establishment of a Business Incubation Center (BIC).

Meeting Objectives:

- Discuss overall project scope and timeline
 - Finalize fundraising methods
 - Assign roles and responsibilities
 - Identify required resources for BIC
- Set deadlines and monitoring mechanisms

Agenda Items:

Topic 1: Project Overview

Topic 2: Fundraising Plan

Topic 3: Resource & Logistics Planning

Topic 4: Communication & Promotion Strategy

Topic 5: Task Allocation & Timeline

Action Items:

1. Finalize fundraising strategy
2. Prepare detailed budget plan
3. Assign responsibilities
4. Schedule next meeting
5. Share meeting minutes

Prepared By: Student (Department of Commerce)