

Invitation to Kick-off Meeting for Project: Shaping the Future of Gold Coast - A Volunteer Camp for Sustainable Urban Transformation

Stevan Bodirosa <stevan.b@fake.com> Sun, Sep 1, 2024 at 7:55 PM
To: Neda Bodirosa <neda.b@fake.com>, Alisha Swain <alisha@fakeemail.com>, James Smith <james@fakeemail123.com>, Hanah Goth <hanah@fakeemail254.com>



STEVAN BODIROZA

"If you can't measure it, you can't manage it."

Dear Team,

I hope this message finds you well. I am pleased to invite you to the inaugural kick-off meeting for our new project, "Shaping the Future of Gold Coast - A Volunteer Camp for Sustainable Urban Transformation."

Meeting Details:

Date: Wednesday, May 15, 2024
Time: 4:00 PM AEST
Duration: Approximately 40 minutes
Location: Virtual Meeting via Zoom (Link provided below)

Agenda:

- Welcome and Introduction
- Purpose of Meeting
- Identifying the Project's Boundaries
- Establishing a Shared Understanding of Outcomes
- Establishing Measurable Benefits, Outcomes and Outputs
- Developing a Draft Work Breakdown Structure (WBS)
- Q&A
- Next Steps and Closing Remarks

Meeting Minutes:

Neda Bodirosa will be responsible for recording the minutes of the meeting. I will also be taking notes.

Attachments:

To facilitate a productive discussion, I have attached several documents for your pre-reading:

- Meeting Agenda
- Preliminary WBS
- Local NPO Organisation's Statute
- Local NPO Strategic Plan
- Gold Coast City Council's Strategic Plan 2022-2032
- City Council Urban Development Plan
- City Council Youth Program 2020-2030
- Griffith University Strategic Plan
- International Volunteer Centre Statute
- International Volunteer Centre Strategic Plan

Your insights and expertise will be invaluable as we embark on this exciting initiative. Please confirm your attendance to stevan@fake.com by May 10, 2024.

Looking forward to seeing you all virtually.

Join Zoom Meeting

<https://us05web.zoom.us/j/219565493412?pwd=YDS3iucm3eaZHKHeaKTreNnbXRWHQTR9.1>

Meeting ID: 657 987 947

Passcode: uuhgyce0

Best regards,

Stevan Bodiroza

Project Manager

Availability: Monday - Friday, 8:00 AM - 5:00 PM AEST

Response: I strive to respond to emails and messages within business hours. While I aim for a prompt response, other priorities may occasionally cause a delay of up to one business day.

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www.stevan.bodiroza.com

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