**GAMCHIX 1ST YEAR ANNIVERSARY PLANNING - FIRST MEETING**

**Date: 14/10/2018**

**Attendees**

1. **Amie Njie**
2. **Fatou S. Secka**
3. **Binta Saidy**
4. **Oumie Saine**
5. **Fatou Senghore**
6. **Marie Louise-Johnson Njie & Baby Nat**
7. **Suun Faye**
8. **Esther King**

|  |
| --- |
| **Program Plan Overview** |
| **Start Date** | **14th October 2018** |
| **Reason behind Event** | **To Commemorate GAMCHIX 1st Anniversary**  |
| **Training**  | **Introduction to UNIX and Networking** |
| **Goals** | * **Develop technical Skills and Build Capacity**
* **Promote women in STEM**
* **Create a platform for Networking**
 |
| **Announcement** | **1St November 2018** |
| **Distribution of letters** | **22nd October 2018** |
| **Cocktail** | **Closing ceremony** |
| **Estimated Cost** | **Dxxxx** |
| **Completion Date** | **13th January 2019** |

|  |  |  |
| --- | --- | --- |
| Task | Responsible | Time-line |
| Finding Location | * Esther King to contact Khamsys and get Invoice
* Amie Njie to contact Tango and get Invoice
* Fatou S. Secka to contact 3rd Location and get Invoice
 | By Friday 20th Oct. 2018 |
| Fundraising | * Oumie Saine to prepare concept note
 | By Friday 20th Oct. 2018 |
| Food & Drinks | * PAC to handle
 | By Friday 20th Oct. 2018 |
| Polo Shirts for events | * Esther King to contact Malick Mendy
 | By Friday 20th Oct. 2018 |
| Report Writing to capture all GAMCHIX achievements | * Fatou Senghore
 |  |
| Contact ITCA | * Fatou S. Secka
 | By Friday 20th Oct. 2018 |
| Budget | * Emily Mendy & Marie Ellen Chery
 | By Friday 20th Oct. 2018 |

Budget to Include:

* Stand Banner
* Venue (package must include Generator, stand-by generator, extensions, projector, internet etc.)
* T-shirts for participants
* Food & Drinks
* Certificates
* Stationery
* Cocktail evening