

**Date: 18 November 2024**

Meeting: PMTE Turnaround Plan to Reduce Overdraft & Improve Financial Audit Outcomes

Venue: Durban, Dube Trade port

**Refreshments at 09:00am for 50 people**

Coffee/rooibos five rose/decaf coffee

Milk fresh hot/cold and powder milk

Sandwiches: eggs mayo, cheese

Scones and muffins

Water x50

**Lunch 12:30 for 50 people**

Starch (Rice & Pap) (42 People)

Meat (Stew beef & Grilled Chicken) – (42 People)

Salad (2 types) – (Chakalaka & Greek salad) – (42 People)

Vegetable (2 types – creamed spinach & butternut) – (42 People)

Still water 500ml – (50 People)

Fizzy drink and Juice - variety (50).

**3 – Vegetarian meals (fish)**

**5 – Halaal meals**

**Evening tea: for 40 people at 16:00**

Coffee/rooibos five rose/decaf coffee

Milk fresh hot/cold and powder milk

Assorted Biscuits and scones/muffins

**Date: 19 November 2024**

**Meeting: Finance strategic planning session**

**Venue: Durban, Dube Trade port**

**Total Number 40**

**Refreshments at 09:00am for 40 people**

Coffee/rooibos five rose/decaf coffee

Milk fresh hot/cold and powder milk

Sandwiches: eggs mayo/ tuna & cheese.

Scones and muffins

Water x40

**Lunch 12:30 for 40 people**

Starch (Rice & Pap) (40 People)

Meat (Stew beef & Grilled Chicken) – (40 People)

Salad (2 types) – (3 beans salad & Greek salad) – (40 People)

Vegetable (2 types – creamed spinach & butternut) – (40 People)

Still water 500ml – (40- People)

Fizzy drink and Juice - variety (40).

**Evening tea: for 40 people at 16:00**

Coffee/rooibos five rose/decaf coffee

Milk fresh hot/cold and powder milk

Assorted Biscuits and scones/muffins

**\*\*\*Caterer must provide the own crockery and cutlery for both tea and lunch \*\*\***