**Minutes of Meeting**

**Date**: April 17, 2025 (Thursday)

**Time**: 6:30 PM

**Meeting Objective**:

To review completed tasks, assign new responsibilities, and plan the outreach strategy for start-ups.

**Agenda**:

Discuss changes to current work, outline email and call pitch creation, and set deadlines for draft completion.

**Discussion Points**:

- All completed work must be documented in Google Docs.

- Ensure access to the Google Doc is shared with the concerned team members.

- Source of information used should be clearly mentioned in the document.

- These are the changes to be made to the previously assigned work.

**New Tasks Assigned**

- Create Email Pitch and Call Pitch for the respective start-ups.

- Initial step: Send an email to the start-up requesting their available time for a call.

- In the email:

* Begin with appreciating the start-up for their work and their choice of industry.
* Mention the problems or challenges identified in the start-up or company.
* Explain how our company can help address those problems.

- **A draft of the email and pitch must be created before final communication**.

- A meeting will be held on the weekend to review and finalize the drafts.

- Emails should be made professional and include our designations.

- Refer to Sritan’s email format for guidance on structure and tone.

**Deadline:** 19/04/2025 (Saturday)