

Board of Governors:

1. Bilal Ahmed (CEO)
2. Mohsin Ahmed (CFO)
3. Hameez Ahmed (Head HR)
4. Muhammad Shayan (Head Accounts)
5. Rahib Hussain (Head R&D Dept.)
6. Abdullah Raza (Head Sales Dept.)
7. Usama (Head Marketing Dept)
8. Masab Bin Fakhar (Head Supply Chain)

Agenda:

Subject: The Company (Khan Industries Pvt. Ltd.) is losing market share at a rapid pace.

- Things are not looking good in the finance department and the company may have to cut its R&D budget which will affect its future endeavors. (In this point CFO and Head of Accounts Dept will tell k hamari company k L lag chuke hein or paisa nai hai, or Head of R&D, RR kare ga k mujhe paise chahiye warna future products k lye research nahi ho paye gi.)
- Sales are also declining as competitors take over our market share. (Iss mei Head of Sales, Marketing or Supply chain explain karein ge k hamari sales q gir rahi hein or masla kaha aa raha hai)
- Due to financial constraints downsizing of the company staff is inevitable (Iss point mei HR Manager apni strategy bataye ga k hame kis tarha down sizing karni hai.)
(Iske bad ham aik conclusion bana lienge k Funds ko kis tarha reallocate karna hai, Sales strategy or Distribution strategy kis tarha change karni hai or downsizing ki kya strategy hai.)

POINT 1 DETAILS:

CFO and Accounts Head will tell that our share has lost 5% of its value, the profits in the current quarter are down by 15% and in the current fiscal yr the numbers r down by 8%. Now R&D head will discuss 1 or 2 projects which need funding. And CEO will decide that out of the 2 projects 1 shud be closed cuz of less money and 1 shud be continued. The CFO will also propose a downsizing plan which he has planned in collaboration with HR Manager.

POINT 2 DETAILS:

The sales Manager will tell the problems in the Sales Dept and Head Supply Chain will tell abt the problems in the supply chain. The sales manager will seek permission to revamp the Sales Dept. to increase its efficacy and Supply Chain Head will ask for increased labor force and 3% increase in Supply Chain dept. budget to make things better in the supply chain.

POINT 3 DETAILS:

The HR Manager would propose laying off 10 % labor staff of the company due to the budget constraint and divert that money in the growth of the company. It is a difficult decision but it needs to be done. When things get better the laid off employees would be given priority in Future hiring of workers. (Or bhi iss mei 1,2 cheezein add kr lena mere zehin mei bss itna hi aa raha tha.)