

MINUTES OF GENERAL MEETING HELD ON THE 14TH OF AUGUST 2024 AS AT 1:29PM

Attendees:

1. Mrs Jane Philip Odey (Managing Director/CEO)
2. Mr. Benjamin Sanni (Operations Supervisor)
3. Daniel Hope (Administrative Officer)
4. Miss Gbemisola Olojo (Sales and Distribution Officer)
5. Miss Chidinma Ihemelandu (Production Assistant)
6. Oluwatosin Akinyo (Production Assistant)
7. Idoreyin Peter (Production Assistant)
8. Itoro Okon Effiong (Office Assistant)
9. Ikechukwu Eke Kalu (Production Assistant)

Opening Prayer:

The meeting commenced with an opening prayer led by Mr. Benjamin Sanni at 1:29 p.m.

Introduction and Job Roles:

The meeting began with an introduction of all staff members, their job roles, and how their roles relate to other departments within the company.

Key Notes:

- Mr. Benjamin Sanni oversees all company activities and operations.
- Hope Daniel works with Production department, Sales departments and Office Assistant.
- Production Assistants (Miss chidinma, Oluwatosin, Idoreyin, Ikechukwu) ensure production schedules are followed to meet supply schedules.
- Itoro Okon maintains facility cleanliness and assists with office errands.
- Gbemisola Olojo ensures products reach customers in good condition.

MD's Address:

The MD emphasized the importance of operations in all aspects of the company; therefore, the operations supervisor should have a view of what goes on in all departments of the company. She:

- Introduced the concept of internal and external customers. Internal (staff) while external (stores and outside customers).
- Announced onboarding sessions for new staff to understand their roles.
- Introduced Bible study and book discussions ("Becoming Like Jesus" by Brother Gbile Akanni).
- Suggested we have a day of fasting and prayers.

Onboarding Sessions:

- MD and Admin
- MD, Admin, and Operations Officer
- MD and every staff
- MD and Itoro
- MD and Ikechukwu
- MD, Ikechukwu, and Production Team

Job Roles that Overlap:

Bottling

Packaging

Labeling

Loading products for supply

Points to Note:

- Annual leave for all staff
- Uniform for all production staff
- Merchandising items (t-shirts, face caps)

Closing Prayer:

The meeting concluded with a closing prayer led by Miss Chidinma Ihemelandu at 2:06 p.m.