

# Meeting 4 Jan

Sunday, January 4, 2015 6:40 AM

## Last meeting

- ☐ ★ New client fuel cost and reimbursement shall be taken into consideration for any expenses prior to client contract. (KSM)
- ☒ Aqib responsibilities to be limited to online marketing, financials to be limited to directors. Mohsin to take responsibilities
- ☒ Financial incentives due to tardiness, etc, motivational goals (Mohsin and Khurram)
- ☒ ★ Get Quotes on UPS + Battery (8K-15K) (KSM)
- ☐ Potential new projects: Skin Care, O Mobile, Nexton, Populer Pipes,
- ☒ Close to signing: Classic Ceramics, --> on hold
- ☒ ★ Extra furniture to be brought to the office from J.T
- ☐ ★ PDP App quote (Khurram --> on hold)
- ☐ Separate website development page under KSM website or separate. \*KSM--> on hold
- ☐ ★ Contact Highly Keen (Jibran) \*Khurram --> on hold
- ☐ ★ Zarnab to hold training sessions - Think about professionalism (Nabeel)
- ☐ ★ Zarnab, business plan to be discussed (Khurram)
- ☒ Program Management Software - Teamwork (Khurram) Next project on Classic Ceramics or Reesh
- ☐ QuickBooks chosen as software being used. (Mohsin) January 15th, 2015 Deadline
- ☐ ★ Company Logo and Registration to be completed soon (Khurram) Mid January 2015
- ☒ ★ Office Reno Expenses (expected budget: 10K rupees + 4 window blinds) (SULTAN)
- ☒ ★ Get UPS from GT + Battery (expected budget 15K rupees) (SULTAN + KHURRAM)
- ☐ ★ Office timing to be changed to have two days off during the week and be open on Sunday and Saturday (2 week trial till end of December 2014) (KSM) --> delayed until new team is implemented
- ☒ KSM bank account on Allied is now online, khurram is the only authorized person to use the account (INFO)
- ☐ Classic Ceramics to be brought in by Faizan (still not a done deal) --> Deal is not going through at the moment.
- ☒ ICAP design completed, look below for more detail (INFO)
- ☐ ★ Sales Tax (GST) document required for ICAP (may be a work around Tahir talking to ICAP CEO) --> pending email from Tahir
- ☐ College Marketing for printing services (work in progress from SKANS). --> PENDING
- ☐ ★ Sultan to think about more ways to get printing business (Sultan)
- ☐ Zarnab advertising campaign is being managed not the account (INFO)
- ☒ Program Management Software - Teamwork (Khurram) Next project on Classic Ceramics or Reesh
- ☐ ★ Attendance App - Need to shortlist an app (Khurram)

- ☒ SW House - Waqas, Younis --> Services list to be provided and further discussions to take place.

## Current meeting

### Attendees:

- Nabeel
- Sultan
- Khurram
- Mohsin

### Opening:

The regular meeting of KSM was called to order at 7:00 AM on 1/4/15 on Skype.

### Approval of Agenda

The agenda was unanimously approved as distributed.

### Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

### Open Issues

Summarize the discussion for each existing issue, state the outcome and assign any action item.

### New Business

Summarize the discussion for new issues, state the next steps and assign any action item.

- ☐ Pakistani Warriors --> logo for kits --> SULTAN, Facebook page management --> HASEEB
- ☐ All equipment + workstation in the office --> stored securely
- ☐ New graphic designer hiring in process via OLX--> expected stipend of max 5K
- ☐ 11 website contract to be finalized with WAQAS and client --> 7K cost from Waqas and revenue is 11K per. (WAQAS currently doing similar conversion work from HTML to PHP)
- ☐ Classic ceramics on hold, SKANS printing on hold, Zeeshan's Real Estate marketing work potential.
- ☐ Fabrico work to be started similar to Reesh --> website, shoot, catalog
- ☐ ★ Services video intro on Fb and website leading up to monthly in office workshops --> MOHSIN to create first video on photography
- ☐ White board animation services to be looked into.
- ☐ Quickbooks implementation may be worked on by Major with Mohsin supervising --> End of Jan
- ☐ ★ Each team member will bring in a project at any level on a monthly basis --> KSM

- ☐ Attendance App to be put on office workstation, all team members to use this to login and logout
- ☐ Whatsapp to be the only communications platform to be used by KSM
- ☐ \$ 459.59 to be used in January from the amount sent by Khurram (\$1981 --> 135.21 for November payments, 78 for templates and remaining for Zarnab FB and google.) --> 24 dollars to be paid by Nabeel for quiz and contest.
- ☐ ★ Facebook quiz and contest expenses 5K monthly, 2500 for prizes and 2500 rupees for marketing. --> need to engage businesses on social media not just the end consumer --> increase conversations
- ☐ Any financial commitments on KSM will be taken into consideration once monthly expenses (including rent) come into play
- ☐ The office rent will be paid from FEB, 2015
- ☐ Dividends, Absenteeism issues, --> deductions applied: 25% Khurram, 50% Mohsin and 50% Sultan.
- ☐ ? Newspaper work from Mateen Sahib, Zarnab Immigration work (USA student).
- ☐ Khurram to present program management and weekly task sheets.
- ☐ ★ Sultan will be available for marketing from 1st FEB (until major and new graphic designer are on board). --> at least 3 clients weekly assisted by and lead by Khurram start time 10AM --> daily notification at start time required
- ☐ Month of Jan start time 11 AM, no marketing, --> daily notification at start time required
- ☐ Dividend reallocation, monthly expenses (starting from Jan avg 10K rent + 15K employees + 5K bills) --> 1.5 lakh per month will trigger the 60/40% switch.

### Agenda for Next Meeting

List the items to be discussed at the next meeting.

### Adjournment:

Meeting was adjourned at 9:00AM by Nabeel. The next general meeting will be at 7:00AM on 1/11/15 on Skype.

Minutes submitted by:  
Nabeel Majahid