

# Meeting 1

Participants:

8/9/2014 10:21 AM

Nabeel Majahid	Present
Mohsin Javaid	Present
Khurram Javaid	Present
Sultan Saleem	Absent

Agenda:

1. Punjab Dental + Waqar Botique + Zarnab International Campaign
2. Investment disbursement --> office, equipment, furniture etc
3. Office location..
4. Online Media marketing --> for KSM and clients
5. Project management
6. Workstation
7. Goal settings --> Future projects
8. Employee Hiring
9. Partnership + Company Registration and Bank Account
10. Individual Responsibilities

Notes and Action Items:

1. **Partnership registration**  
**Khurram** to find out the particulars of the process for partnership registration, company bank account creation and national tax id number. 3 questions include absentee partner signature (id card), advance payment of tax, proof of business address.
2. **Nabeel** created the folder structure in KSM for source tree. This will allow accurate information flow while providing easy to find locations. **Khurram** to update readme files to provide info to what items should be placed in the folders.
3. **Mohsin** to be the only person allowed to manage the financials excel file. Any edit by another individual when not authorized will have to be reverted.
4. **Investment disbursement:**  
Equipment Cost: 50K  
Office: 125K  
Partnership registration: Approx 50-60K

**Priority is the Equipment and Office**, since it will take at least 1 month to get the information required for the partnership registration.

Office recurring cost + location:

Advance: Garden Town: 60K, monthly cost: 18K, furniture (sofa: 20K + chairs: 10K, desk: 10K, table: 10K): 50K

**Team** to get exact amounts of advance and monthly rent + essential furniture needed, also decide the location of the office per our maximum monthly cost and maximum advance allowed.