

## Meeting 1 (Initial Setup)

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:

9. **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.
10. 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.
10. 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.
2. **Investment disbursement:**  
Equipment Cost: 50K  
Office: 125K  
Partner ship registration: Approx 50-60K
3. **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
3. **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.

Participants:

8/10/2014 09:05 AM

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

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. **Not Completed:** Current Projects:  
Status of current projects, roadblocks, strategies
2. **Not Completed:** Online Media marketing:  
Google, Facebook, Twitter, Website, Newspapers,
3. **Not Completed:** Project Management:  
Project Libre to be used for project time and cost management along with excel spreadsheet created by Mohsin Javaid
4. **Not Completed:** Future Goals:  
Pitches to be made and number to new clients expected in the next month
5. **Not Completed:** New Employees:  
Interns, consultants, part timer --> discuss wages, use and number to extra hands required.

Revised Notes from yesterday:

9. **Partnership registration:**  
to be put off until necessary, lower cost solution to be available
3. **Office:**  
to be put off till necessary, majority of the clients do not visit the office, for any clients we can use USMAN's studio which KSM has set up.  
--> Sultan to get detail on office rent, furniture costs and monthly recurring costs associated with Mateen sahib's office.
10. Financials file is now password protected, only accessible by **Mohsin**
7. **Future projects:** Usman will have a fixed 30% if he is involved with the contract.  
We need to keep track of projects that are brought upon by **Usman (1-2 month timeframe)**  
KSM initialized project need to be finished by KSM with limited involvement with USMAN  
**Need to set goals on monthly profits. September 15 2014 individual profit should be 15K**