

Meeting 13 Dec

Saturday, December 13, 2014 7:00 AM

Agenda:

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,
- ☐ ★ Extra furniture to be brought to the office from J.T
- ☐ ★ PDP App quote (Khurram)
- ☐ Separate website development page under KSM website or separate. *KSM
- ☐ ★ Contact Highly Keen (Jibran) *Khurram
- ☐ ★ 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
- ☐ Attendance App - Need to shortlist an app
- ☐ QuickBooks chosen as software being used. (Mohsin) January 15th, 2015 Deadline
- ☐ ★ Company Logo and Registration to be completed soon (Khurram) Mid January 2015

Current meeting

Attendees:

- Nabeel
- Sultan
- Khurram

Opening:

The regular meeting of KSM was called to order at 7:00 AM on 12/13/14 on Skype.

Approval of Agenda

The agenda was unanimously approved as distributed.

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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.

- ☐ ★ 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)
- ☐ 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)
- ☐ 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)
- ☐ College Marketing for printing services (work in progress from SKANS).
- ☐ ★ 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.
- ☐

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 12/3/14 on Skype.

Minutes submitted by:
Nabeel Majahid