**Meeting Title**

Saturday, December 6, 2014

9:13 AM

**Agenda:**

**Last meeting**

**Current meeting**

**Attendees:**

* + Nabeel
  + Sultan
  + Mohsin
  + Khurram

**Opening:**

The regular meeting of KSM was called to order at 9:00 AM on 12/6/14 on TeamViewer.

**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.

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 br brough 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

**Agenda for Next Meeting**

List the items to be discussed at the next meeting.

**Adjournment:**

Meeting was adjourned at 10:00AM by Nabeel. The next general meeting will be at 7:00AM on 12/13/14 on Skype.

Minutes submitted by:

Nabeel Majahid