**Meeting 2**

Sunday, September 7, 2014

12:59 PM

**Agenda:**

      Financial Analysis of Company

      Office setup and Budget allocation for office

      Project updates

      online media management

      Financial Decisions to be made on day to day basis

      Operation issues

              Communication gap

              Daily starting time of the day

              Office was suppose to start on 1st

              TVC

              MBBS brochure for FB

              Mudasir retention

              Bike & Laptop

**Attendees:**

* Nabeel
* Khurram
* Sultan
* Mohsin

**Opening:**

The regular meeting of KSM was called to order at 1:00 PM on 9/7/14 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.

Financial Analysis:

Reviewed financials for PDP and Zarnab. (additional income generated from PDP for HR interviews)

Determine PDP recurring income (support to be provided includes IT and financials): KSM

Determine small business accounting software: Mohsin

Need to fully implement this software by Oct 1st.

Daily financial decisions:

Approval from Mohsin for higher cost decisions and any decisions that have not been approved by **KSM**

Daily allowance

Projects:

Waqar botique project is postponed: KSM

Project status and customer interaction should be discussed with team first: KSM

Individual projects should be handled personally until ready to be discussed with the team: KSM

TV and radio for Zernaab in process

PDP hiring done

PDP support for financials ??

Office:

35K to be spent on office furniture etc,

Office Setup to be completed by 9/15/14 (internet, phone, electricity, etc)

10K for 7 employee chairs

10K Racks + sheet + steel support + labor

10K Table

5K fans + paint

Online media marketing:

Employee to be hired and starting on 9/15/14

Operations:

Daily start time once office is established ??

Communication Gap:

Outlook setup for everyone, Calendar sharing and cell phone availability

TVC is late, due to Shahbaaz, Zernaab??

Everyone is responsible for the roles they have be assigned.

Determine the rules for financial reimbursement: Moshin

Bike and Laptop to be bought and functional by 9/15/14: Sultan

Interviews to be conducted for personnel (Editing and After Effects): Mudasser retention

**Agenda for Next Meeting**

List the items to be discussed at the next meeting.

**Adjournment:**

Meeting was adjourned at 4:30PM by Nabeel. The next general meeting will be at 8:30AM on 9/14/14on TeamViewer.

Minutes submitted by:

Nabeel Majahid