**Meeting 3**

Sunday, September 14, 2014

8:15 AM

**Agenda:**

**Last weeks points**

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

**This Weeks discussion points:**

Financial Analysis of Company

     Financial Assessment

     Budget Allocation in reference to the changes in the last week

     Report on duties assigned in Last meeting

             Office Setup

                     Operations Room

                     Over All Office

                  Telephone

             Sultan Bike & Laptop

           Budget for Work Station (system)

     Project updates

     Online media management for Zarnab International

     Operation issues

          Communication gap

          Daily starting time of the day

     Upcoming Projects & Strategies

**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.

Office budget may have to be increased to 50K due to painting the entire office

Office to be FULLY active September 17th, 2014

Mohsin to determine daily allowance, Rules for financial reimbursement, accounting software.

Create a list of softwares to be tried for the next month, determine draft of rules and daily allowance

Sultan has bought a bike for work purposes, Laptop is due on September, 15th, 2014

Office Computer: Get further quotes on branded computers and determine way forward.

Project updates: Zarnab material for Australian brochures to be started.

Future projects: Meeting to be held with a potential client. (Documentaries and printing services) --> Usman's client

PDP support to begin October 1st, 2014. Marketing potential

Haseeb Hussain Kazmi, Zarnab online media marketing, budget 1.5Lakh per month.

Khurram to determine how to transfer the funds for online marketing.

Nabeel to determine how to manage access for marketing to an employee.

Communication Gap:

Determine Late start time policy: KSM

Daily Start Time: 10:00 AM

Daily agenda to be determined in the evening when KSM meets in the office

Future Projects:

To be talked in the next meeting

**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 8:30AM on 9/21/14on TeamViewer.

Minutes submitted by:

Nabeel Majahid