**Meeting Title**

Saturday, October 18, 2014

10:05 AM

**Agenda:**

**Last meeting**

Last Meeting Tasks

         Mohsin to determine daily allowance, Rules for financial reimbursement, accounting software. (Moshin)

         Create a list of softwares to be tried for the next month, determine draft of rules and daily fuel allowance(Mohsin)

         Office Computer: Get further quotes on branded computers and determine way forward. (khurram)

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

         PDP support to begin October 1st, 2014. Marketing potential (Khurram)

         Khurram to determine how to transfer the funds for online marketing. (Khurram)

         Nabeel to determine how to manage access for marketing to an employee. (Nabeel)

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

**Current meeting**

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         Financial Analysis (Mohsin)

         Work Station & Equipment required for photography (Mohsin)

         HR issues and Attendance % office timings of Directors & Staff (Khurram)

         Fuel Adjustment Criteria (Mohsin)

         Online Marketing and execution (Nabeel)

         Other furniture feasibility for office (Sultan)

         Future Marketing Plan (Khurram)

         Zarnab previous and future campaign (Khurram)

         PDP previous and future campaign (Khurram)

         PDP Printing campaign analysis (Sultan)

         Strategic Planning (Nabeel)

**Attendees:**

* + Nabeel
  + Khurram
  + Sultan
  + Mohsin

**Opening:**

The regular meeting of KSM was called to order at 10:00 AM on 10/18/14 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.

QuickBooks chosen as software being used. (Mohsin)

Fueling cost and reimbursement costs to be put on hold till company is in a better financial standing. (KSM)

New client fuel cost and reimbursement shall be taken into consideration for any expenses prior to client contract. (KSM)

Computer decision still pending due to software requirements. (Nabeel to research graphic cards, Khurram to get more system quotes along with backup)

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)

Zarnab online marketing started, account authorization?

Zarnab, business plan to be discussed (Khurram)

Potential new projects: Skin Care, O Mobile, Nexton, Populer Pipes,

Close to signing: Classic Ceramics,

Khurram to get details about debit card transaction fee's for online payments

Company Logo and Registration to be completed soon (Khurram)

Whatsapp is a good means for communication currently

Online Marketing and execution, haseeb to be lead by nabeel.

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 Higly Keen (Jibran) \*Khurram

**Agenda for Next Meeting**

List the items to be discussed at the next meeting.

**Adjournment:**

Meeting was adjourned at 12:00PM by Nabeel. The next general meeting will be at 8:30AM on 10/25/14 on TeamViewer.

Minutes submitted by:

Nabeel Majahid