**Meeting 4**

Saturday, September 20, 2014

8:13 AM

**Agenda:**

**Last weeks points**

**This Weeks discussion points:**

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

**Attendees:**

* + Nabeel
  + Khurram
  + Sultan
  + Mohsin

**Opening:**

The regular meeting of KSM was called to order at 8:30 PM on 9/20/14 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.

Zarnab TVC corrections

Office work:

Completed within Time

Budget ??

Office Computer:

Get more quotes: KSM

Minimum requirements for after affects: Mohsin

Determine recovery cost for loss of personal items during KSM use

Accounting Software

Short list 4 software's till end of October and decide which one to go forward with.

Potential Client Meetings:

Classic Ceramics, Rehnoma Family Planning, Chen One, Descon, Rise College

PDP database to be presented Today, support and usage to start October 1st.

Haseeb to start marketing work on October 1st. Set up first meeting

Funds transfer method:

Work in progress, need to finalize by October 1st.

Daily Agenda in the office:

Afternoon summary session and tasks for the next day. (6:30 PM)

Reimbursement Policy:

Create a draft of the policy and present for comments

10:00 AM start time, communicate via Whatsapp with Khurram

Revise Partner Percentage

15K per person by October 15th, 2014

New Project Goals by end of October

Number of Projects to be under Contract: 2 (similar to PDP and Zarnab)

**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 9/27/14on TeamViewer.

Minutes submitted by:

Nabeel Majahid