# Participants

Khurram Javaid

Mohsin Javaid

Sultan Saleem

# Agenda

* Meeting and Communication barriers
* Responsibilities of partners
* Chain of command
* Financial Analysis of Company
* Office setup and Budget allocation for office
* Project updates
* online media management

# Minutes of the meeting

## 1: Meeting & Communication Barriers

* Barriers
  + Outlook Calendar feature awareness
  + Between offices
  + Global timings
  + Sultan laptop
  + Internet problem
* Solutions
  + Nabeel will provide awareness about outlook features
  + Office will start from 1st sep
  + A day should be decided on which meeting should be held every week no matter what the agenda is. That day should be on the weekend
  + Sultan laptop will be with him before 1st September
  + Will have to buy PTCL 4MB for office

**Note:**

1: If anyone is not available for the meeting because of some emergency, others are bound to attend the meeting and share the meeting notes, so that the absent partner must view the notes and provide his feedback.

2: If because of some reason the meeting is cancelled all participant must be informed (by the person because of whom the meeting is cancelled) about the date and time of the next meeting.

3: Since meeting will be on every Friday or Saturday. Meeting should be set my Khurram or Nabeel in which the agenda would be informed to all the participants.

## 2: (a) Responsibilities & Departments of Partners

1. Khurram Javaid
   1. Management of Business Operations, Marketing , HR & Cleint Services
      * 1. Responsible for managing the operations of the business
        2. Responsible for marketing, promotions and presentation & Management
        3. Responsible for Human Resource Management
        4. Responsible for providing customer services to clients
2. Sultan Saleem
   1. Operations & Administration
      * 1. Responsible for the operations of all advertisement campaigns
        2. Responsible for all the administrative work inside and outside office
3. Mohsin Javaid
4. Finance, Photography & Animation
   * + 1. Responsible for maintaining Accounts and Finance for company
       2. Managing Bank Accounts
       3. Responsible for recovery of payments from clients
       4. Responsible for Photography and animation
5. Nabeel Mujahid
6. Strategic Planning, Forecasting and Online Operations Management
   * + 1. Responsible for strategic planning and setting long term and short term goals
       2. Responsible for forecasting
       3. Responsible for e-marketing
       4. Responsible for buying and selling of templates and making online payments on companies behalf

# 2: (b) Responsibilities & Department of Employees

1. Mudasir Ali
   1. Responsible of designing and editing still and video visuals
   2. Helper
2. Shahzad
   1. Office boy and helper
3. Usman Kahloon
   1. Bring new business to the venture
   2. Responsible for new sales and monitoring of sales pipeline.
   3. Conversion of sales pipeline into revenue pipeline.
   4. To be the point of contact for SMEs, Corporate enterprises, Soho (small office, home office).
   5. responsible for the management of the overall clientele developed though time by this venture

## 3: Chain of Command (Who is answerable to who)

* Directors are answerable to board of directors
* Mudasir will be answerable to Sultan
* Shahzad will be answerable to Sultan
* Personals will be answerable for their operations to the business operations manager
* Business operations manager will be answerable to board of director

## 4: Financial Analysis

* Investment = 100,000
* Capital reserve = 66348
* Revenue reserve = 28435
* Partners = 16036