**ASSIGNMENT NO – 03**

**Name: Kale Komal Janardan**

**Div: TE IT – A**

**Roll No.: ITA539 Sign:**

**DOP: Grade:**

**DOS:**

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Q 1 . In a T.V. manufacturing organization, a meeting has been called to take  
a decision about an advertising campaign to be launched by the  
company. A proposal prepared by the advertising manager is to be  
presented for discussion and approval. Assuming that you have been  
named the secretary of this meeting, draft notice, prepare agenda for it  
and write minutes of the meeting.

DISHA TV LTD.

Sai Nivas

Sector-15 Plot no- 47

Navi Mumbai – 400702

**NOTICE**

1 September 2021

The Product Assessment Meeting of the Executive Committee will be held on Friday, 10 September 2021 at 4:00PM in Meeting Hall to analyse the new marketing proposal for our latest OLED television. Please make it convenient to attend the meeting. The agenda is given below.

Cc: All members Secretary

Ms. Komal Kale

**Agenda**

* Minutes of the previous meeting.
* New marketing proposal by Advertising manager.
* Chairperson’s Report.
* Determination of the Budget.
* Any other matter with the permission of the Chairperson.

Cc: All members Secretary

Ms. Komal Kale

**Minutes**

DISHA TV LTD.

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1. September 2021

Minutes of the Product assessment meeting held on Friday, 10 September 2021 at 4:00PM in Meeting Hall.

Members Present:

1. Mr. Krishna Arora (Manager)
2. Ms. Aditi Sharma (Chairperson)
3. Mr. Sunil Mehta (Member)
4. Mr. Amit Tiwari (Member)
5. Ms. Swati More (Member)
6. Ms. Komal Kale (Secretary)

Member Absent: 1. Mr. Vikas Singh

* **Minutes of the previous meeting.**

The minutes of the previous meeting held on Tuesday, 13 July 2021 were taken and read by the chairperson, Ms. Aditi Sharma.

* **New marketing proposal by Advertising Manager.**

Manager, Mr. Krishna Arora presented the new marketing proposal for our latest OLED television. He explained the need and the future scope of this majestic technology. This new technology was agreed by all the members.

* **Chairperson’s Report.**

Chairperson, Ms. Aditi Sharma was delighted by the features of the new OLED technology. She appreciated the manager Mr. Krishna Arora for the new research and study about the OLED technology.

* **Determination of the Budget.**

Manager, Mr. Krishna Arora also explained the status of the business development. He listed the overall expenditure that would be required for the new technology which was also agreed by all the members.

* **Any other matter with the permission of the Chairperson.**

With the chairperson’s due permission Ms. Swati More suggested to enhance many more such new technologies by considering the future scope. The meeting ended with a vote of thanks to the manager. Secretary, Ms Komal Kale proposed vote of thanks.

Chairperson Secretary

Ms. Aditi Sharma Ms. Komal Kale