

YET TO BE NAMED
(EXECUTIVE MEETING: TUESDAY OCTOBER 25, 2016)
(16:30 GMT, AFRICAN UNION HALL, DC FLAT 11)

MEMBERS PRESENT:

1. Amofa Isaac
2. Mawunyo Joana Dzegblor
3. Obosu Samuel
4. Lodonu Kennedy

PROCEEDINGS:

- *Meeting was chaired by Mawunyo Joana*
- *Opening prayer given by Amofa Isaac.*
- *Samuel Oboso told the group the agenda for the day.*

- **GROUP BANK ACCOUNT**
 - Joana suggested that, based on inquiries she made, the group should create UNIBANK savings account.
 - She added also that the minimum amount required to open the account is GHC100.
 - The members present decided that, the account would be opened on Monday 7th November, 2016 by Kennedy in his name, subject to change of account ownership after business registration has being done.

- **GROUP MEMBERS' MONTHLY FINANCIAL COMMITMENT**
 - Samuel suggested that the payments for the month of October be made before 31th of the said month by all member.
 - But the house decided that as many of the members that can pay before Monday 31th October, 2016 do so and the money be paid to Joana.

- **ALTERNATIVE GROUP FUNDING SOURCING**
 - Joana suggested that funds could be raised by speaking to the people like family members to financially support the group.
 - But Samuel and Isaac made a point that this should be done after the group has been well established.
 - The house agreed finally that this could be done now since the funds were going to be only donations but not investments with expected returns.

- **BUSINESS REGISTRATION**
 - The house was certain on whether to register the business as a sole proprietorship or a company, since either choice had different requirements like tax and organizational structure to be fulfilled.
 - The group decided that in reference to registering the business, Kennedy would contact Mike, a Lecturer with past experience from industry for more information.

- **GROUP NAME**

- In relations to the name of the group, Joana suggested “COOPERS”. She said, that name symbolizes the fact that job handed to the group will completed at a very fast pace.

- **GROUP CONSTITUTION**

- Joana suggested that the group starts putting together a constitution to guide its members.
- But Samuel and Kennedy told the house that they had put down a number of such guidelines in the course of their development of the group’s web application.
- So Samuel was asked to document and send it to members.

- **ORGANIZATIONAL STRUCTURE**

- Members were asked by Chair, Mawunyo Joana to nominate other members for the roles of the CEO, two directors, a secretary and two signatories to the group accounts upon the next meeting.
- Then Samuel and Kennedy took the house through the organizational structure on which the web application being developed is based on.
- So Samuel was asked to compile a document illustrating this structure and send to all members.

- ***Meeting adjourned at 17:25 GMT and closing prayer delivered by Kennedy.***

- ***Minutes submitted by Lodonu Kennedy Yaw.***