**Meeting 1:**

Date Location Agenda Title

Data flow and Customers in the company

Meeting room 215

26/10/2020

Please bring to the meeting Attached Documents Start Time End Time

2pm

1pm

To be provided during the meeting

Laptop notepad and reports.

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| Presenter  Shrita (Presenter) | E-mail:  Shrita10@gmail.com | Meeting Role  Presenter |
| Executive stakeholders  Terry (Chief Strategy officer)  Jake (Chief Marketing officer) | E-mail:  [Terry10@gmail.com](mailto:Terry10@gmail.com)  Jake10@gmail.com | Leader |
| Business stakeholders  Sam (Financial consultant)  Mary (Head of Marketing) | E-mail:  [Sam10@gmail.com](mailto:Sam10@gmail.com)  Mary10@gmail.com | Recorder |
| Management stakeholders  Tom (Production Manager)  Dick (Relationship Manager)  Harriet (Marketing Intern) | E-mail:  [Tom10@gmail.com](mailto:Tom10@gmail.com)  [Dick10@gmail.com](mailto:Dick10@gmail.com)  Harriet10@gmail.com | Facilitator |
| Technical stakeholders  Bill(Programmer) | E-mail:  Bill10@gmail.com | Time Keeper |

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| **Agenda Description** | **To be presented by** | **Start time** | **Duration** |
| Why is data being discussed. Which data is being discussed | Shrita (Opening) | 1:00 – 1:10 | 10 mins |
| Discussion about how the change in business model would affect the customers focused on data | Shrita | 1:10 – 1:14 | 14 mins |
| The type of customers in the company. Flow of data through the company | Terry, Jake | 1:18 – 1:28 | 10 mins |
| Discussion on the financial prospects.  Technicality revolved around data. Prediction of customer reviews. | Sam  Bill  Mary | 1:28 – 1:38 | 10 mins |
| Relation about data and customers. Efficiency of the data. | Tom, Dick, Harriet | 1:38 – 1:50 | 12 mins |
| Wrapping up, the discussion and making noting down key points.  Discussion of the topics covered during the meeting and a short introduction of next meeting | Shrita (Closing) | 1:50 – 2:00 | 10 mins |

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| **Action Item** | **Status** | **Date Opened** | **Date to Complete** | **Date Closed** | **Owner** |
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| **Decision** | **Date Made** | **Owner** |
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| **Next Meeting**  **Date:** 2017-09-25 | |  |  |  |
| **Topic** | **Description** | | **Time Allotted** | **Presenter** |
| Options for business mode; | Discussing the best model options to implement customer centric model | | 60 minutes | Shrita |

**Meeting 2:**

Date Location Agenda Title

Determine the best out of three options for business model.

Meeting room 210

2/11/2020

Please bring to the meeting Attached Documents Start Time End Time

2pm

1pm

To be provided during the meeting

Laptop notepad and reports.

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| Presenter  Shrita (Presenter) | E-mail:  Shrita10@gmail.com | Meeting Role  Presenter |
| Executive stakeholders  Terry (Chief Strategy officer)  Jake (Chief Marketing officer) | E-mail:  [Terry10@gmail.com](mailto:Terry10@gmail.com)  Jake10@gmail.com | Leader |
| Business stakeholders  Sam (Financial consultant)  Mary (Head of Marketing) | E-mail:  [Sam10@gmail.com](mailto:Sam10@gmail.com)  Mary10@gmail.com | Recorder |
| Management stakeholders  Tom (Production Manager)  Dick (Relationship Manager)  Harriet (Marketing Intern) | E-mail:  [Tom10@gmail.com](mailto:Tom10@gmail.com)  [Dick10@gmail.com](mailto:Dick10@gmail.com)  Harriet10@gmail.com | Facilitator |
| Technical stakeholders  Bill(Programmer) | E-mail:  Bill10@gmail.com | Time Keeper |

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| **Agenda Description** | **To be presented by** | **Start time** | **Duration** |
| Business model canvas | Shrita (Opening) | 1:00 – 1:10 | 10 mins |
| Discussion about various options to update the current operation centric model to customer centric model | Shrita | 1:10 – 1:14 | 14 mins |
| Option 1: ERP  Option 2: Changing processes according to customer demands  Option 3: Combination of both the models | Terry, Jake | 1:18 – 1:28 | 10 mins |
| Market analysis for all the options  Changes to be made in the backend | Sam, Mary  Bill | 1:28 – 1:38 | 10 mins |
| Operation plan and future development. To decide who will work on what. Production and effectivity of new model on the company | Tom, Dick, Harriet | 1:38 – 1:50 | 12 mins |
| Wrapping up, the discussion and making noting down key points.  Discussion of the topics covered during the meeting and a short introduction of next meeting | Shrita (Closing) | 1:50 – 2:00 | 10 mins |

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| **Action Item** | **Status** | **Date Opened** | **Date to Complete** | **Date Closed** | **Owner** |
| Final Decision on which model is more efficient | Open | 2/11/2020 | 20/11/2020 | - | - |

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| **Decision** | **Date Made** | **Owner** |
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| **Next Meeting**  **Date:** 2017-09-25 | |  |  |  |
| **Topic** | **Description** | | **Time Allotted** | **Presenter** |
| Final Decision | Discussing the best model out of the three and talk further about its implementation | | 60 minutes | Shrita |

**Meeting 3:**

Date Location Agenda Title

Selection of implementation of the new business model

Meeting room 210

2/11/2020

Please bring to the meeting Attached Documents Start Time End Time

1pm

2pm

To be provided during the meeting

Laptop notepad and reports.

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| Presenter  Shrita (Presenter) | E-mail:  Shrita10@gmail.com | Meeting Role  Presenter |
| Executive stakeholders  Terry (Chief Strategy officer)  Jake (Chief Marketing officer) | E-mail:  [Terry10@gmail.com](mailto:Terry10@gmail.com)  Jake10@gmail.com | Leader |
| Business stakeholders  Sam (Financial consultant)  Mary (Head of Marketing) | E-mail:  [Sam10@gmail.com](mailto:Sam10@gmail.com)  Mary10@gmail.com | Recorder |
| Management stakeholders  Tom (Production Manager)  Dick (Relationship Manager)  Harriet (Marketing Intern) | E-mail:  [Tom10@gmail.com](mailto:Tom10@gmail.com)  [Dick10@gmail.com](mailto:Dick10@gmail.com)  Harriet10@gmail.com | Facilitator |
| Technical stakeholders  Bill(Programmer) | E-mail:  Bill10@gmail.com | Time Keeper |

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| **Agenda Description** | **To be presented by** | **Start time** | **Duration** |
| Meeting recap. Final Decision based on past two meetings | Shrita (Opening) | 1:00 – 1:15 | 15 mins |
| Why Option 3: Combination of both the models was the best selection | Terry, Jake | 1:15– 1:30 | 15 mins |
| Market analysis for option 3.  Changes to be made in the backend | Sam, Mary  Bill | 1:30 – 1:40 | 10 mins |
| Operation plan and future development. To decide who will work on what. Production and effectivity of new model on the company | Tom, Dick, Harriet | 1:40 – 1:50 | 10 mins |
| Wrapping up, the discussion and making noting down key points. | Shrita (Closing) | 1:50 – 2:00 | 10 mins |

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| **Action Item** | **Status** | **Date Opened** | **Date to Complete** | **Date Closed** | **Owner** |
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| **Decision** | **Date Made** | **Owner** |
| Option 3: A hybrid business model with ERP and customer demand | 2/11/2020 | Terry |

**Meeting Outcomes**

Meeting Name: Discuss Options for Business Model

Meeting Date: 16/11/2020

Time: 11:00 AM

**Meeting Outcomes**

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| **Outcome ID** | **Outcome** | **Risk** | **Stakeholder 1**  **Terry , Jake** | **Stakeholder 2**  **Sam, Mary** | **Stakeholder 3**  **Tom, Dick, Harriet** | **Stakeholder 4**  **Bill** |
| 1 | Data flow and Customers in the company | Not enough information how data is processed | Accountable – decides on which option | Consulting – Flow of data though the company | Effectiveness of data | n/a |
| 2 | Determine the best out of three options for business model. | Might have not features before considering a specific model | Consulting – explanation of all three options | Consulting – financial decisions | Consulting  Operational execution of all the plans | Responsible – inform about the risks involved and work behind acceptance of new model |
| 3 | Selection of implementation of the new business model | Proper implementation not discussed | Accountable – decides on which option | n/a | To avoid any disputes, provide a clearer path to implement the model | Responsible-  Implementation of new model |