**5 Jun 2024Meeting Minutes**

**Date:** 5 Jun 2024

**Time:** 5 Jun 2024 21:30 - 23:30

**Location:** Online

**Attendees:**

* Charles Mwangi - CEO & co founder
* Jeff Abwaku -CTO & Co founder

### **1. Call to Order**

* The meeting was called to order by Charles Mwangi/Jeff Abwaku at 9:30pm.

### **2. Review of Previous Meeting Minutes**

* Charles mwangi provided a summary of the minutes from the previous meeting held on5 Jun 2024.

On June 4, 2024, a meeting was convened online, chaired by Charles Mwangi and Jeff Abwaku, CEO & co-founder, and CTO & co-founder respectively. The session commenced at 9:30 PM and concluded at 11:30 PM. The primary agenda item was the recruitment process, with discussions centred around its formulation. However, no conclusive decisions were reached during the meeting. Action items included the initiation of the actual recruitment process. No new business was introduced. The next meeting is scheduled for June 5, 2024, online. Minutes were prepared by Jeff Abwaku and signed by both attendees.

* Any amendments or approvals needed.

There were no amendments to be made .

### **3. Agenda Items**

#### **a. Terms and conditions and privacy policy to include in the website .**

* **Discussion:**
  + We discussed to draft them in a separate document.
* **Decisions Made:**
  + It will be an external file and the phrase on the website will be a clickable link directing to the file .

**Actions Required:**

* + [Action items, responsible person, and deadlines]

#### **b. Intellectual Property Protection Strategy Review**

* **Discussion:**

Intellectual Property Protection Strategy Review involves assessing existing measures to safeguard company inventions, trademarks, and creative works, ensuring legal compliance and reinforcing defences against infringement, theft, or unauthorised use. It aims to optimise IP protection methods, align with business goals, and mitigate risks associated with intellectual property exploitation.

We discussed what intellectual property.

* **Decisions Made:**
  + We will keep the file private .
  + When registering for the business nam
* **Actions Required:**
  + Registeringing for the business name and logo

### **4. New Business**

* Whether we have our I identity to the public or keep it private.to be discussed .

### **5. Action Items Review**

* Stated on Agenda (a)

### **6. Next Meeting**

* The next meeting is scheduled for 6 Jun 2024.
* Location:online

### **7. Adjournment**

* The meeting was adjourned at 2339hrs

**Minutes Prepared By:** Charles mwangi

**Date of Preparation:**5 Jun 2024

**Signatures:**

**Charles Mwangi**

**Jeff Abwaku**