

# Meeting Agenda: Kickoff for Natural Colour Manufacturing Venture

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Date: June 19, 2025

Time: 6:30pm

Location: Zoom

Facilitator: Ricardo Johnson

## 1. Welcome and Opening Remarks

- Introduction of attendees
- Purpose of the meeting: initiating the process of setting up a natural colour extraction business

## 2. Vision and Business Overview

- Share the overall vision for the natural colour manufacturing venture
- Key product focus: turmeric, beetroot, callaloo, etc.
- Emphasis on value addition, local sourcing, and commercial scale-up

## 3. Proposed Roles and Responsibilities

a. Rose/Kerr:

- Provide technical expertise on extraction methods
- Supervise initial production trials
- Assist in documenting traditional knowledge into SOPs
- Guide equipment use and safety precautions

b. Project Manager / You (Ricardo):

- Lead coordination, business registration, project planning, and sourcing
- Oversee R&D, funding, compliance, and factory setup
- Handle engagement with government agencies and markets

c. Additional Team (if any):

- Identify any other roles needed: R&D technician, operations assistant, intern, etc.

## 4. Factory Space Assessment

- What factory space is currently available?
- Where is it located? Who owns or manages it?

- What utilities are in place (water, power, drainage)?
- What adjustments might be needed for safe food-grade production?

## **5. Available Equipment & Tools**

- Inventory of equipment already on hand (e.g., juicers, extractors, filters, dryers)
- Equipment that the advisors own or have access to
- Equipment that may need to be purchased, rented, or fabricated
- Discuss options for shared-use vs. dedicated setup

## **6. Research and Development (R&D) Roadmap**

- Identify product samples to develop first (e.g., turmeric liquid dye, beetroot powder)
- Plan trial batches with documented parameters
- Establish a basic testing lab
- Evaluate product formats: liquid, powder, paste

## **7. Market Research Requirements**

- Who is the target market?
- What packaging sizes and formats are in demand?
- Price points of competing products
- Regulatory or labelling requirements
- Engage UWI, SRC, JAMPRO or Ministry of Agriculture for technical input

## **8. Action Plan and Next Steps**

- Schedule factory visit
- Assign responsibilities for equipment list, facility readiness, sample trials
- Draft timeline for R&D, market validation, and first production batch
- Finalize and sign NDAs and Advisor Agreements
- Discuss potential funding/grant opportunities

## **9. Q&A / Open Discussion**

- Invite suggestions or questions
- Ensure everyone feels included and heard

## **10. Closing Remarks**

- Recap key decisions and assignments
- Confirm date/time for next meeting
- Express appreciation and excitement for the journey ahead