**Title: Opening of New Branch for STARK Industries**

**Meeting Type:** Decision Making

**Meeting Purpose:** To discuss the opening of new branch of the company.

**Location:** Library Meeting Room #07

**Time:** 2 PM-2:20 PM

**Duration:** 20 minutes

**Attendees:**

Faiq Afaq, CEO

Muhammad Owais, CFO

Owais Rafiq, CTO

Talal Ali, Head of Marketing

Abu Bakar, Head of Sales

Muhammad Hammad, Head of Operations

Umer Tayyab, Head of Corporate Negotiations

**Discussion Items:**

* Evaluate the company performance in terms of sales, and how a new branch would affect the company.

*[2 minutes, Abu Bakar]*

* Discuss the budget and give the approximate costs, including the basic necessities related to opening of the new branch.

*[1:30 minutes, Muhammad Owais]*

* Appraise the technical costs that the new branch would cost the technological department.

*[2 minutes, Owais Rafiq]*

* Give update on the current stock and inventory status and discuss any strategies to overcome currently ongoing problems.

*[1:30 seconds, Hammad]*

* Explain the potential steps to be taken by the Marketing Department to boost the advertisement of the new branch, also discuss any further costs.

*[2 minutes, Talal Ali]*

* Re-discuss the budget in the light of technical and marketing expenses.

*[1 minute, Muhammad Owais]*

* Explain/Debrief the projectile of sales required to meet the expenses of new branch.

*[30 seconds, Muhammad Hammad]*

* Summarize the mindset of the investors and the requirements given by the investors for a legal contract.

*[2 minutes, Umer Tayyab]*

* Discuss on how the Technological and Marketing departments can work together to maximize the benefit of the advertisements made for the new shop.

*[1:30 minutes, Talal Ali and Owais Rafiq]*

* Mention any concerns or suggestions regarding the discussed plan, also discuss the tasks assigned.

*[2:30 minute, everyone]*