**Meeting Agenda**

**Meeting Title:** Kickoff/Brain-storming/Decision Making – **talal ye tu decide krle**

**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

**Discussion Items:**

* Follow up on sales of the products by Abu Bakar [1:40 minutes]
* Explain/breaking down the statistics and addressing the problems/lacking of the company management/performance by Abu Bakar [30 seconds]
* Take opinion of Abu Bakar about the opening of new branch [20 seconds]
* Discuss the budget and inform the costs including the basic necessities related to opening of the new branch by Muhammad Owais [1:20 minutes]
* Inform about the technology and its price required for the new branch of the company by Owais Rafiq [1:55 minutes]
* Update about the stock and inventory of the products by Hammad [30 seconds]
* Inform the strategies to overcome the problems/difficulties addressed by Abu Bakar by Muhammad Hammad [50 seconds]
* Explain the role/significance, cost of marketing and suitable types of social media influencers for ad-campaigns by Talal Ali [2 minutes]
* Re-discuss the budget including technology and marketing expenses by Muhammad Owais [45 seconds]
* Explain/Debrief the projectile of sales required to meet the expenses of new branch by Muhammad Hammad [20 seconds]
* Inform the mindset and requirements of investors to invest upon the company by Umar [1:40 minutes]
* Propose a new marketing tactic to increase the sales of the products by Talal [20 seconds]
* Explain the role of technology in marketing of the products by Owais Rafiq [35 seconds]
* Gather opinion of Hammad and Abu Bakar whether we should rent or buy the property for setting up the new branch [1:05 minutes]
* Assign tasks to everyone related to their department of work [1:10 minutes]
* Follow up on the sales and break down the statistics of the company by Abu Bakar [2:30 minutes]
* Discuss the budget and inform the costs including the basic necessities related to opening of the new branch by Muhammad Owais [1:30 minutes]
* Discuss the technology and its cost required for the new branch of the company by Owais Rafiq. [2 minutes]
* Update about the stock and inventory of the products by Hammad. [1 minute]
* Inform the strategies to overcome the problems/difficulties by Muhammad Hammad. [1:30 minutes]
* Explain the role/significance, cost of marketing and suitable types of social media influencers for ad-campaigns by Talal Ali. [2:30 minutes]
* Re-evaluate the budget including technology and marketing expenses by Muhammad Owais. [1 minute]
* Inform the mindset and requirements of investors to invest upon the company by Umer Tayyab. [2:30 minutes]
* Share opinions or ideas, and brainstorm on those ideas. [5 minutes]
* Assign tasks to everyone related to their department of work. [1:30 minutes]

**Minutes of Meeting**

**Date:** April 16th, 2024

**Time:** 2 PM – 2:20 PM

**Location:** Library Meeting Room #07

**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, **ISKA KHUD LIKH LE**

**Agenda:**

**Discussion:**

**Action Items:**

**Next Steps:**

**Minutes Prepared By:** Talal Ali