Project:	**Office Automation System**
Subject:	**Oasys Module Sales & Pre-Sales**
Attachments:	**-**
Venue:	**Xin Building Lt.2**
Minutes taken by:	**Rezza Yuandhitra**

Attendee:	Company:	Role:
Rezza Yuandhitra	Itasoft	Notulen
Fahmi Ja'far	Itasoft	Pemimpin Rapat
Angga Purwana	Itasoft	Attendee
Andi Kurniadi	Itasoft	Stackholder

Agenda:

Data Gathering - Oasys Module Sales & Pre-Sales

Discussion	PIC	Action	Status	Target
Product / Project Type : 1.1. Development 1.2. License 1.3. Training		Not Started		
Sort Berdasarkan Prioritas		Not Started		
Terdapat Jenis-jenis Follow Up / Stage untuk Leads & Project 11.1. Meeting / Presentation 11.2. POC 11.3. Quotation 11.4. Financial & System Analysis 11.5. Deal / Not Deal		Not Started		
Sebelum pembuatan quotation terdapat Analisis Mandays dan Financial Analisis		Not Started		
Tracking New Customer / Leads		Not Started		
Module CRM - Sales & Pre-Sales 3.1. Setiap Anggota Sales & Pre-Sales dapat menambahkan Leads 3.2. Approval Dilakukan Oleh Head Of Sales 3.3. Terdapat Priority Leads		Not Started		
CRM -> Account ID dibuat Auto Generate		Not Started		

Discussion	PIC	Action	Status	Target
ID		Not Started		
Contact -> Mobile Number & Email bisa lebih dari 1		Not Started		
Pada Contact terdapat Chat Social Media (WA / Telegram)		Not Started		
Category Phone Number		Not Started		
Category Email		Not Started		
Module Sales -> Terdapat Reminder untuk Meeting		Not Started		