**Meeting Minutes**

**Algorithmic and Electronic Technologies**

**Shareholder's Meeting**

**Date:** September 29, 2023

**Time:** 10:00 PM

**Location:** Ngarenaro, ARUSHA.

**Attendees:**

- Aman Simon Tairo - Director

- Edmund Samsom William - Director

- James Mwambete – Secretary,

- Eo Kabumbe – Member.

**Agenda:**

1. Access to Bank Account.

2. Appointment of CEO, COO|CMO, and CFO|CTO.

3. Financial Responsibilities.

**Meeting Proceedings:**

**1. Access to Bank Account:**

- The meeting commenced with a discussion on who should have access to the company's bank account(s).

- It was explained that this decision is essential for operational efficiency, financial oversight, and regulatory compliance.

- After a thorough discussion, it was decided that Edmund Samsom William, Aman Simon Tairo, and James Mwambete, will have access to the bank account.

- The level of access granted will include signatory authority and online access.

**2. Appointment of CEO, COO, and CFO:**

- The agenda item focused on appointing the executive leadership team of the company, including the positions of CEO, COO, and CFO.

- Qualifications and responsibilities of these executive roles were discussed.

- After considering the qualifications and experience, the following appointments were made:

- CEO: ………………………………

- COO: ……………………………..

- CFO: ………………………………

**3. Financial Responsibilities:**

- The roles and responsibilities related to financial matters within the company were presented.

- [Insert Name], as CFO, was nominated for financial responsibilities.

- It was confirmed that [Insert Name] possesses the necessary qualifications and experience.

- A formal vote was held, and [Insert Name] was appointed to the role of CFO.

**Minutes:**

- Meeting minutes were taken by Aman .S. Tairo.

- A formal vote was conducted for each agenda item, and the results were as follows:

- Access to Bank Account: Approved unanimously.

- Appointment of CEO, COO, and CFO: Approved unanimously.

- Financial Responsibilities: Approved unanimously.

**Adjournment:**

- The meeting was adjourned at 11:00 PM

**Next Steps:**

- Shareholders are to review and sign these meeting minutes.

- [Insert Name] will liaise with the bank to implement the access to the bank account.

- The newly appointed CEO, COO, and CFO will assume their respective roles effective immediately.

- [Insert Name], as CFO, will assume his financial responsibilities and coordinate with the executive leadership team.

**Signatures:**

Edmund Samsom William [Director] Sign…………………… [Date: ………………….],

Aman Simon Tairo [Director] Sign…………………… [Date: …………………..],

James Mwambete [Secretary] Sign……………………. [Date: ……………..……],

Eo C Kabumbe. [Member] Sign……………………. [Date: ………………..…],

**Distribution:**

- Meeting minutes to be distributed to all shareholders and relevant parties according to company protocols.