**WIDE EMPIRE SOFTWARES**

FIRST ANNUAL GENERAL MEETING OF WE-SOFT

AGENDA FOR THE MEETING

1. opening prayer (by Mr Godson)
2. Welcome address (by Mr Katulie Yusif)
3. what is We–Soft / functions
4. who is a member of WE-Soft (membership)
5. assignment of roles and responsibilities
6. distribution of finances
7. Issues and concerns (if any)
8. next year plan
9. A.O.B
10. vote of thanks (by Mr Abdulai jowol Seidu)
11. closing prayer (by Mr kavua muniru)

**WHAT IS WE-SOFT / FUNCTIONS**

1. type of company
2. duties of the company
3. mission and vision of the company

**WHO IS A MEMBER OF WE-SOFT (MEMBERSHIP)**

1. what makes you a member of the company
2. company affairs and personnel affairs
3. assistance to membership in critical conditions
4. keeping secretes of the company as confidential
5. New Membership

**ASSIGNMENT OF ROLES AND RESPONSIBILITIES**

1. identify the various departments in the company
2. electing heads of the various departments
3. main functions of heads to each department

**DISTRIBUTIONOF FINANCES**

1. company / members / agents percentage to every sales
2. Routing our finance
3. percentage to a member able to win a successful contract to the company

**NEXT YEAR PLAN**

1. projects for next year