

# BOARD MEETING

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TemplateLAB

## Meeting Details

Date of Meeting:	12/18/2020
Time:	10.00-11.00 AM
Board Members Present:	Adib Bin Morshed, Aaraf Islam,Toya Lazmin Khan, Nurul Huda Binti Nor Din, Adnan Shafi
President Officer:	Adnan Shafi
Absent Board Members:	N/A
Guests present:	N/A

## Agenda Details

AGENDA
<b>Product Marketing</b> Reports for marketing our product in the best possible way. Suggestions and final planning.
<b>Marketing Goals</b> Discussion on our marketing goals. Research based.
<b>Budgeting</b> Discussing budget with all the board members present.

## Meeting Notes

- Discussing the current situation of our company.
- Discussing about the target audiences for marketing our product.
- Discussion related to our marketing goals.
- Discussion related to research marketing tactics.
- Discussion related to the budgeting of our product.

## Action Plan

ACTION	ASSIGNED TO	DUE DATE
Action #1	Adib Bin Morshed	01/01/2021
Action #2	Toya Lazmin Khan	01/01/2021
Action #3	Nurul Huda Binti Nor Din	01/01/2021
Action #4	Aaraf Islam	01/01/2021
Action #5	Adnan Shafi	01/01/2021

Action #1 was conducted by Adib Bin Morshed. In that phase he mainly talks about the current situation of our company.

Action #2 was conducted by Toya Lazmin Khan. She mainly talks about the target audiences for marketing our product.

Action #3 was conducted by Nurul Huda Binti Nor Din. She talks about the our marketing goals.

Action #4 was conducted by Aaraf Islam. He held discussions related to reasearch marketing tactics.

Action #5 was conduted by Adnan Shafi. He held discussion related to the budgeting of our product.

## Conclusion

This meeting will include the points mentioned above. Our meeting was adjourned by our beloved colleague Adnan Shafi at 11:00 Am. In our next meeting, we'll mainly focus on progress and improvements of our product. Adnan shafi will host the next meeting. We'll have all the board members to conduct the meeting.

### Link of the video

<https://youtu.be/MHQf0lILh-A>