

## BOARD MEETING

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TemplateLAB

### Meeting Details

Date of Meeting:	12/21/2020
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 Improvement</b> Improvements to the reports for marketing our product in the best possible way. Suggestions and final planning.
<b>Improvements of Marketing Goals</b> Addition to the discussion on our marketing goals. Research based.
<b>Improvement of Smart Storage and Budgeting</b> More in-depth discussion about the budget and storage security with all the board members present.

### Meeting Notes

- Discussion related to improvement in research marketing tactics.
- Discussing about the improved target audiences for marketing our product.
- Discussion related to improvements in progress of marketing goals.
- Discussion about an in-depth view of the budget of our marketing plan.
- Discussion related to ways of improving smart storage security.

### Action Plan

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

Action #1 was conducted by Aaraf Islam. In that phase he mainly talks about the improvements in research marketing tactics.

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

Action #3 was conducted by Nurul Huda Binti Nor Din. She talks about the improvements in progress of marketing goals.

Action #4 was conducted by Adnan Shafi. He discussed about an in-depth view of the budget of our marketing plan.

Action #5 was conducted by Adib bin Morshed. He held discussion related to the ways of improving smart storage security.

## Conclusion

This meeting included the points mentioned above. Our meeting was adjourned by our beloved colleague Adnan Shafi at 11:00 Am. In this meeting we mainly focused on making additions and fixes on our product related to our previous meeting. We are now ready for the production phase of our product. We had all the board members present during the meeting.

### Link of the video

<https://youtu.be/z-YghhoV4FE>