

MINUTES OF MEETING 1

Date: 7 December 2020

Time: 8.20 p.m.

Location: Google Meet

In Attendance

Kheng Ming Jie, CEO

Zhao Xin, CFO

Nurin Farzanah Binti Mohd Hilmi, Marketing Manager

Amir Hanis, Production Manager

Absent

Muhammad Syazwan

Approval of the Agenda

The agenda were unanimously approved as distributed.

Ideas of product to market

Name	Idea	Seconded by
Nurin Farzanah	<ul style="list-style-type: none">● Easy-access Parking System (EPS) which benefits drivers including OKU drivers.● The system scans OKU card and provides a ticket with the assigned parking lot number to drivers.	Kheng Ming Jie Zhao Xin Amir Hanis Nurin Farzanah
Amir Hanis	<ul style="list-style-type: none">● Implementation of internet security as an application	-
Zhao Xin	<ul style="list-style-type: none">● Build an application for companies to track their workers complete and incomplete tasks so that they can give appropriate reward	Nurin Farzanah Kheng Ming Jie Zhao Xin

Kheng Ming Jie	<ul style="list-style-type: none"> ● Build a job-search application that has servers around the world with multiple languages 	Amir Hanis
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As chosen by the majority, the product to market is Easy-access Parking System.

Organizational Structure

Nurin Farzanah suggested Kheng Ming Jie to be the CEO of the company. Amir Hanis and Zhao Xin seconded that suggestion. As the CEO, Kheng Ming Jie promoted Nurin Farzanah as Marketing Manager, Zhao Xin as Chief Financial Officer (CFO), and Amir Hanis as Production Manager.

Product Marketing Plan

Amir Hanis suggested making a conference to explain EPS to people. Zhao Xin suggested making forums with particular groups and companies to explain and discuss about EPS. Nurin Farzanah seconded Zhao Xin's idea and Amir Hanis's. Amir Hanis also suggested digital display advertising to advertise EPS. Kheng Ming Jie suggested doing animation for advertisements.

Agenda for Next Meeting

Improvement of EPS

Improvement of the marketing plan for EPS

Adjournment

Meeting was adjourned at 9.20 p.m. by Kheng Ming Jie. The next meeting will be at 8.20 p.m. on 13 December 2020 by using Google Meet.

Minutes submitted by: Nurin Farzanah Binti Mohd Hilmi

Approved by : Kheng Ming Jie

Link of the meeting video: <https://youtu.be/d38CivLWwa4>