



**Project Name:** Covid-19 Scanner (SASCure-370i)  
**Meeting Purpose:** Organisation Planning  
**Place:** Google Meet

**Date:** 05/12/2020  
**Start:** 10:00 AM  
**End:** [11:00 AM](#)

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## Attendees

Name	Department/Company	Email	Phone
Syaza Syaurah Binti Mohd Yusran	Chief Executive Officer	syazasyaurah@graduate.utm.my	0132881606
Darrshan A\L Rajagopal	Manager of company	darrshan.rajagopal@graduate.utm.my	0177053206
Muhammad Harun Bin Marzuki	Financial manager	muhammadharun@graduate.utm.my	0139119901
Mohammad Tanbirul Islam Saeed	Marketing Manager	tanbirul.islam.saeed@gmail.com	01163633491
Muhammad Hazim Bin Azlan	Research and Development	mhazim.azlan19@gmail.com	0182507204

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## Agenda & Notes

Topic	Notes	Time
Role distribution	-	5min
Project Introduction (by CEO, <a href="#">Ms Syaza</a> )	<ul style="list-style-type: none"> <li>- Covid-19 Scanner named as SASCure-370i</li> <li>- Issues with MySejahtera</li> <li>- Have to record attendance in public places</li> <li>- Issues with app or internet connection, hygiene</li> <li>- To help people who lack internet connection</li> <li>- Scan with IC to record data</li> <li>- Reduce physical contact</li> <li>- Privacy security</li> <li>- No need to write down contact number in public</li> <li>- The scanner will scan IC and temperature</li> <li>- If it's negative the person will pass</li> <li>- If it's positive the data will be sent to KKM since the Scanner will connect to KKM database</li> </ul>	30min

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Marketing Strategy (by Marketing Manager: <a href="#">Mr Tanbirul</a> )	<ul style="list-style-type: none"> <li>- High costly project</li> <li>- How to make it affordable</li> <li>- How to market effectively</li> <li>- Product target; Store Owner, Restaurants, Public Companies, Shopping Mall</li> <li>- Propaganda; Keep covid19 spread low</li> <li>- Make sure our company manage customer inquiry</li> </ul>	15min
Product Design (by Research and Development: <a href="#">Mr Hazim</a> )	<ul style="list-style-type: none"> <li>- Adjust temperature scanning to scan fore head</li> <li>- Using infra-red scanner for temperature scanner</li> <li>- Shock proof base</li> <li>- Material allow as base</li> </ul>	10min

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## Actions

Action	To be Taken by	Due Date
<ul style="list-style-type: none"> <li>- Planning the best strategy by using the platform to use in marketing the product.</li> </ul>	Marketing Manager	10/12/2020
<ul style="list-style-type: none"> <li>- Decide on the price of the project.</li> <li>- Consider the best price based on company's target customers.</li> </ul>	Financial Manager	10/12/2020
<ul style="list-style-type: none"> <li>- Improve the design of project.</li> <li>- Decide on the best materials to use for the project.</li> </ul>	Research and Development	10/12/2020

<ul style="list-style-type: none"><li>- <del>Approve</del><u>Evaluate</u> the suggestion and ideas regarding the product.</li><li>- Jot down the next plan for next process.</li></ul>	Manager of Company	11/12/2020
<ul style="list-style-type: none"><li>- <u>Approve the acceptable suggestion by manager.</u></li><li>- <u>Tell the next move of process in promoting the product.</u></li></ul>	<u>CEO</u>	<u>11/12/2020</u>

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# Next Meeting

**Date:** 11/12/202 **Time:** 10:00 **Location:** Google Meet

**Objective** Project Finalisation (Improve project planning)

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Video Link for first meeting: <https://youtu.be/nwjGWydEAq0>

