



# PROJECT MEETING

|                         |                                 |               |            |
|-------------------------|---------------------------------|---------------|------------|
| <b>Project Name:</b>    | Covid-19 Scanner (SASCure-370i) | <b>Date:</b>  | 12/12/2020 |
| <b>Meeting Purpose:</b> | Finalisation of project         | <b>Start:</b> | 11:00 AM   |
| <b>Place:</b>           | Google Meet                     | <b>End:</b>   | 12:00 PM   |

## 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  |

## Agenda & Notes

| Topic  | Notes  | Time       |
|--|--|------------|
| Preview on previous meeting<br>(by CEO; Ms Syaza)                  | <ul style="list-style-type: none"> <li>- Preview the given task to all members.</li> <li>- Asking progress from each task given.</li> </ul>  | 5 minutes  |
| Marketing planning progress<br>(by Marketing Manager; Mr Tanbirul) | <ul style="list-style-type: none"> <li>- How to attract people</li> <li>- Product goal</li> <li>- Which type of people involve</li> <li>- Target audience</li> <li>- Pricing between every type of social class</li> <li>- Supply our product</li> <li>- If copy of product appears improve our product value</li> <li>- Target place is place with high rates of covid19</li> <li>- Main target country with many covid cases such as Europe and SEA</li> <li>- Using website and social to promote</li> <li>- Partnership for improving our project.</li> <li>- Base our product on the coldest country because covid19 rates are higher in cold weather</li> <li>- Create an official websites of SASCure.</li> </ul> | 22 minutes |

|  |  |            |
|--|--|------------|
|  | <ul style="list-style-type: none"> <li>- Web and social presence</li> <li>- Promoting our product</li> <li>- Social media to use; Facebook, Instagram, Twitter.</li> </ul>   |            |
| Product Development Progress<br>(by Research and Development department; Mr Hazim) | <ul style="list-style-type: none"> <li>- Material silicon</li> <li>- Cheap cost and use extra money for other things</li> <li>- Temperature scanner/infrared</li> <li>- Height problem</li> <li>- Use temperature scanner that scan within certain standing range</li> <li>- User friendly</li> <li>- Apply bumper/anti shock layer on our product to reduce fall damage</li> <li>- Plans for after covid season end</li> <li>- Environment friendly</li> <li>- Product life expectancy</li> </ul> | 11 minutes |
| Finance Progress<br>(by Financial Manager; Mr Harun)                               | <ul style="list-style-type: none"> <li>- Create a Kickstarter to support financially product</li> <li>- Product estimated price around RM150</li> <li>- Product estimated cost RM100</li> <li>- RM50 is the profit for company</li> <li>- Investor's share</li> </ul>  | 10 minutes |
| Presentation plan preview<br>(by Manager; Mr Darrshan)                             | <ul style="list-style-type: none"> <li>- Product detail</li> <li>- Product brochure</li> <li>- 3 minute promotion video</li> <li>- Benefits of product</li> <li>- Pricing</li> <li>- Effectiveness of product</li> <li>- Business proposal for the investors</li> <li>- Summary of all the plan</li> </ul>   | 7 minutes  |
| Next plans for the product<br>(by CEO; Ms Syaza)                                   | <ul style="list-style-type: none"> <li>- Distribute task for next move of plan</li> <li>- Need to do a product brochure</li> <li>- A video presentation for present the product</li> <li>- How to gain trust from customer</li> <li>- Prove that the product is quality and good enough</li> <li>- Ambassador from health department</li> </ul>  | 5 minutes  |

# Actions

| Action   | To be Taken by | Due Date   |
|--|----------------|------------|
| <ul style="list-style-type: none"> <li>- Make an intro brochure to introduce the product to the society</li> <li>- Society-friendly brochure</li> </ul>  | All members    | 01/01/2020 |
| <ul style="list-style-type: none"> <li>- A video presentation (3minutes) to introduce the product</li> <li>- A compile of the finalisation improve for the product</li> <li>- Business proposal</li> </ul> | All members    | 15/01/2020 |

# Next Meeting

**Date:** 28/12/2020    **Time:** 4:00PM    **Location:** Google Meet

**Objective:** Discussion of the video presentation and brochure

[https://youtu.be/twb\\_bDFZC8Y](https://youtu.be/twb_bDFZC8Y)

