PROJECT MEETING

Project Name:	Covid-19 Scanner (SASCure-370i)	**Date:**	05/12/2020	Formatted Table
Meeting Purpose:	Organisation Planning	**Start:**	10:00 AM	
Place:	Google Meet	**End:**	11:00 AM	

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; Ms Syaza)	- Covid-19 Scanner named as SASCure-370i - Issues with MySejahtera - Have to record attendance in public places - Issues with app or internet connection, hygiene - To help people who lack internet connection - Scan with IC to record data - Reduce physical contact - Privacy security - No need to write down contact number in public - The scanner will scan IC and temperature - If it's negative the person will pass - If it's positive the data will be sent to KKM since the Scanner will connect to KKM database	30min

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Marketing Strategy (by Marketing Manager; Mr Tanbirul)	- High costly project - How to make it affordable - How to market effectively - Product target; Store Owner, Restaurants, Public Companies, Shopping Mall - Propaganda; Keep covid19 spread low - Make sure our company manage customer inquiry	15min
Product Design (by Research and Development; Mr Hazim)	- Adjust temperature scanning to scan fore head - Using infra-red scanner for temperature scanner - Shock proof base - Material allow as base	10min

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Actions

Action	To be Taken by	Due Date
- Planning the best strategy by using the platform to use in marketing the product.	Marketing Manager	10/12/2020
- Decide on the price of the project. - Consider the best price based on company's target customers.	Financial Manager	10/12/2020
- Improve the design of project. - Decide on the best materials to use for the project.	Research and Development	10/12/2020

- Approve Evaluate the suggestion and ideas regarding the product. - Jot down the next plan for next process.	Manager of Company	11/12/2020
- Approve the acceptable suggestion by manager. - Tell the next move of process in promoting the product.	CEO	11/12/2020

Next Meeting

Date: 11/12/2020 **Time:** 10:000 **Location:** Google Meet

Objective Project Finalisation (Improve project planning)

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