



PROJECT MEETING

Project Name:	Covid-19 Scanner (SASCure-370i)	Date:	12/12/2020
Meeting Purpose:	Finalisation of project	Start:	11:00 AM
Place:	Google Meet	End:	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 (by CEO; Ms Syaza)	<ul style="list-style-type: none"> - Preview the given task to all members. - Asking progress from each task given. 	5 minutes
Marketing planning progress (by Marketing Manager; Mr Tanbirul)	<ul style="list-style-type: none"> - How to attract people - Product goal - Which type of people involve - Target audience - Pricing between every type of social class - Supply our product - If copy of product appears improve our product value - Target place is place with high rates of covid19 - Main target country with many covid cases such as Europe and SEA - Using website and social to promote - Partnership for improving our project. - Base our product on the coldest country because covid19 rates are higher in cold weather - Create an official websites of SASCure. 	22 minutes

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

Actions

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

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