

MEETING MINUTES

Meeting/Project Name:	Discussion of the product marketing plans of our new product.				
Date of Meeting:	08/12/2020	Start time:	8:00 pm		
Venue:	Google Meet	End time:	9:00 pm		
Chair:	Mir Tamzid Hasan	Minute taker:	Ruzhan Islam & Abdulhakeem		
1. Agenda, Meeting Objective(s)					
To discuss about the implementation of marketing strategies for the new product and dividing the tasks of each members.					
2. Attendance					
Present	Recorded Meeting Session (video)		Apologies		
Mir Tamzid Hasan	https://youtu.be/EqAufBDaTyw		None		
Nazmus Sakib					
Mohammed Ruzhan Islam					
Abdulhakeem usman bunzah					
Tanshiba Naorin Prapti					
3. Decisions, Issues					
Topic/ Discussion notes			Discussion led by		
The product to be launched was chosen. The project leader presided the meeting and showed us the idea of the project in a video form. After watching the video the group leader assigned all the members of the group with specific tasks according to their speciality to improve the efficiency and accelerate the project. All the group members came up with their ideas and correction so as to make the project errorless. After a one hour meeting the group members came to a conclusion on the perfect design and everyone continued with the task the group leader assigned them.			Mir Tamzid Hasan		
The design of the product was proposed giving high preference to portability and lightweight. Discussions about the looks of the product were carried out. Everyone came to a solution about the design.			Mohammed Ruzhan Islam and Nazmus Sakib		
Marketing; series of ideas on how to advertise, market and present the product to the people in a way that it will attract clients were proposed and after going through all the necessary steps we concluded on the best, making sure there are no errors detected.			Abdulhakeem bunzah usman and Tanshiba naorin prapti		
4. Action Items					
Action	Responsible	Due Date			
Coordination of the meeting and assigning tasks to the members	Mir Tamzid Hasan	15/12/2020			
Making the design of the product	Mohammed Ruzhan Islam				
Overseeing the production of the design.	Nazmus sakib				
Market analysis and promoting the idea to others.	Abdulhakeem and Tanshiba Naorin Prapti				
5. Next Meeting					
Date:	15/12/2020	Time:	12.00 am	Venue:	Google Meet
Objective(s):	Sharing about the progress of each member in their assigned tasks				