

MEETING MINUTES

Meeting/Project Name:	Progress on marketing of the new product.				
Date of Meeting:	15/12/2020	Start time:	12:00 am		
Venue:	Google Meet	End time:	01:00 am		
Chair:	Mir Tamzid Hasan	Minute taker:	Nazmus Sakib		
1. Agenda, Meeting Objective(s)					
To discuss about the progress of marketing strategies for the new product and try to improve them.					
2. Attendance					
Present	Recorded Meeting Session (video)		Apologies		
Mir Tamzid Hasan	https://youtu.be/orekq1qzs2g		None		
Md. Nazmus Sakib					
Mohammed Ruzhan Islam					
Abdulhakeem usman bunzah					
Tanshiba Naorin Prapti					
3. Decisions, Issues					
Topic/ Discussion notes			Discussion led by		
The website is till being developed for the company, where every update of product and company can be found. Prices, stocks, quality, reviews and so on including the Customer services will be mentioned there.			Tanshiba Naorin Prapti		
The design of upcoming product (Wireless Charger) has been presented. The company focused on the design of its foldability.			Mohammed Ruzhan Islam		
Upcoming product (Wireless Charger) has been advertised through the social media, online news portals and through the company's website.			Abdulhakeem bunzah usman		
Market analysis has been done through some fields. A graph has been stated using analysis of the demand of Users, Technology experts, Distributors including wholesalers.			Nazmus Sakib		
The survey of root level has been done. According to the survey, 87% of people want to switch to wireless charging sytem from the classcal one and are waiting eagerly to grab the product.			Tamzid Hassan		
4. Action Items					
Action	Responsible	Due Date			
Coordination of the meeting and assigning tasks to the members	Mir Tamzid Hasan	20/12/2020			
Making more accurate design of the product .	Mohammed Ruzhan Islam				
Overseeing the production against the public demand.	Nazmus sakib				
To Complete developing the website, continuing advertising on the online platforms and promoting the idea to others.	Tanshiba Naorin Prapti & Abdulhakeem bunzah				
5. Next Meeting					
Date:	21/12/2020	Time:	06.00 pm	Venue:	Google Meet
Objective(s):	Making a company profile and a poster to promote the upcoming product and look for Investors.				