Minutes of Meeting for 12 October 2022

AGENDA

1. Operations

1.1. Space Planning – To contact JTC to check about the pricing for returning factory. On hold.

1.2. Gas – pending for fitting

1.3. Production / ready-to-eat

1.3.1. Passionfruit puree for R&B (new), currently servicing 20 outlets selling passionfruit puree, honey and tapioca flour. To sell Grass Jelly

1.3.2. Roselle – Ask Ajay to check on Roselle (Sun dried flowers) when he back to Kashmiri

1.3.3. Cendol recipe – Custom Cendol to seize production as Food Junction will be using normal Cendol.

1.3.4. Dumpling stock to be built over time for Yuan Xiao

1.3.5. 3 main ready-to-eat desserts focus – Snow Fungus, Water chestnut Tau suan and Black Glutinous Rice (Pending calculation of costing for freeze-drying project before next FIRC testing and consultation)

1.3.6. Main dessert drinks focus – Roselle, Barley, Lemonade (feedback a little bitter to taste), Snow fungus.

2. Sales and Marketing

2.1. Business product focus

2.1.1. Retail stall – find source for Roselle / Madam Roselle Specialty stall / Dessert stall like Wu Tiao Ren) – Recee for good locations and research on rental cost. To start search for available outlet vacancies from Canberra area. In mall or near MRT

2.1.2. Freeze-drying project – To check out market pricing and work out project details (to be discussed 12 Oct) and timeline with SP Joel.

2.1.3. Ready-to-eat desserts – Only for bulk orders for now

2.1.4. Snow Ice desserts –To bring in Ice machine from China

2.1.5. Flower tea and preserved fruits set packages (Hi-tea set) –To get quotes for packaging (6 jars box). 2 flower tea types, 2 Preserve fruit, 1 Roselle and 1 honey. Ask for samples from Saamsara, requested mention for their logo for products selected. Get quotes for jars and packaging.

2.2. Customer visiting – Stephen to focus on increasing of sales with existing customers

2.3. To meet Cat from Robo-T – Her Coffeehouse at Bedok is franchise, hence cannot partner. To arrange to view her upcoming shop at Sembawang. Targeted to be ready before Christmas.

2.4. Social media posting / Product menu list / Presentation kit / Posters – Categorize our products and have a poster for each category – Drinks / Traditional desserts / Snow Ice / Dried ingredients / DO production / Fresh Products / Powder / Sugars

2.5. Upcoming product - Freeze-drying / Vending machine / Ice block (制冰机-RMB3700)

2.6. Upcoming exhibitions –

3. Event calendar (Company / Customer)

3.1. Yishun order for 8th Oct – 100 pax Green bean soup / Having carnival for Christmas on 17 December

3.2. Christmas (Company party on 24th Dec, Saturday) Venue: factory To plan for games, gifts, wheel of fortune

3.3. Chinese New Year (Company gifts for customers / Hi-Tea sets)

3.4. 17 Jan 2023 (DO 3 year anniversary, to confirm date for grand opening)

4. Human Resource

4.1. Job functions / Add-on tasks for staff for ownership and sense of purpose

4.2. Recruitment posting – on-going (next posting in November)

4.3. NEO and Operations training – Draw plan with ah Kai on operations flow and training focus for Hein and Shuai (2 weeks rotation, by end of October to ensure both are independent with production operations

4.4. Corporate identity – Signage (Acrylic 5mm sign 15" x 35") & 50 White Polo Tees (To get sizes from staff) / Packaging / Banner Stand / Lorry Decal (To make necessary changes with designers)

5. Partners / Vendors / Suppliers – Research and Development

5.1. Yutaka – Check with Monica on front conveyer weigh and seal machine. On hold for Pion plastic packaging

5.2. NEW4U Enterpack Tray Sealing Machine – PSG approved 21 September, 70 % grant. Get quotes bigger machine (EHQ-350N2)and containers (PSW19156 – 1200ml / PSW 231911 - 3000ml) for Cendol and puree (White only)

5.3. BGP – To check on possibility to change the machine for the application applied for.

5.4. SETC – To contact to check cost and requirement to test shelf-life for products and test nutrition value. To test for 4 products - Coconut Syrup/ Rock Sugar Syrup / Mango and Roselle

6. Any other matters

Action items

- E-commerce meeting on 5th Oct at 2pm – Decision to pend for online collaboration. Focus on other projects
- E-learning for Food Safety Level 1 for all staff (6hours) (To find suited schedule for each group)
  Group A - Stephen/Siong/Yuan Shuai,
  Group B – Teck Wah/Ah Kai/Hein,
  Group C-Boss/Chun Hua/ Joelle
- Source for jam jars locally
- Lorry decal to discuss and finalize with NV Graphics