

## Minutes of Meeting for 16 November 2022

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### AGENDA

#### **1. Operations**

- 1.1. Space Planning – On hold, consider freezer container.
- 1.2. To cut delivery time and mistakes for delivery.
- 1.3. Production / ready-to-eat
  - 1.3.1. Cendol recipe –To R&D new formula for more stability of the recipe.
  - 1.3.2. Dumpling stock to be built over time for Yuan Xiao. To R&D (black sesame with dates and walnut oil dumpling. To build stock from 3 week Nov.
  - 1.3.3. 3 main ready-to-eat desserts focus – Snow Fungus, Water chestnut Tau suan and Black Glutinous Rice (Research on the methodology in freeze-drying to best suited our desserts)
  - 1.3.4. Main dessert drinks focus – Roselle, Barley, Lemonade, 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) – To talk to Zhang Wei on Roselle supply and potential collaboration.
  - 2.1.2. Freeze-drying project – R&D process suited for our products
  - 2.1.3. Ready-to-eat desserts – 12 Nov-75 pax pandan jelly and grass jelly dessert for Ong Ye Kung / 3 Dec-100pax grass jelly with longan and passionfruit for Yishun
  - 2.1.4. Snow Ice desserts –To bring in Ice machine from China. Consider toppings and ingredients required for snow ice dessert.
  - 2.1.5. Flower tea and preserved fruits set packages (Hi-tea set) – Finalise 50 Hi-tea sets (Price at \$82 per set). 6 jars in total. 2 x Roselle Jam, 1 x Saffron Premix tea, 1 x Wild Honey, 1 x Rose berry and 1 x Rose petal tea
  - 2.1.6. Sugar – to find manufacturers and see potential to import sugar ourselves
- 2.2. Customer visiting – Republic Poly / Yew Tee
- 2.3. To meet Cat from Robo-T – On hold
- 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. Christmas (Company party on 24<sup>th</sup> Dec, Saturday) Venue: factory To plan for games, cash gift for wheel of fortune. BBQ food – Teck Wah. KTV – Siong. Polo Tee as gifts to staff. To look for mugs to add company logo and personalized name on each.
- 3.2. Chinese New Year (Company gifts for customers / Hi-Tea sets)
- 3.3. 17 Jan 2023 (DO 3 year anniversary, to confirm date for grand opening) To confirm sign board, polycarbonate with aluminium frame signboard size 68" x 16" at \$350.

### **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 Jan 2023)
- 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 To have chat with ah Kai and team on functions on monthly meet.
- 4.4. Corporate identity – Signage (To remeasure the size and get quote) & 50 White Polo Tees/ Packaging / Banner Stand (Not at the moment) / Lorry Decal – Completed

### **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 (cancelled application). Get quotes bigger machine (EHQ-350N2)and containers (PSW19156 – 1200ml / PSW 231911 - 3000ml) for Cendol and puree (White only). Pending China machines.
- 5.3. BGP – To check on possibility to change the machine for the application applied for.
- 5.4. SETC – Pending report for samples sent.

NIP test: 1 Nov for Roselle and Grass Jelly. Payment done and report received!

ASLT: 3 Nov for GrassJelly and Passionfruit

ASLT: 3 Dec for Rock sugar syrup and coconut sugar syrup

ASLT: 19 Dec for Mango puree

ASLT: 19 Jan 23 for Roselle Jam

### **6. Any other matters**

#### **Action items**

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- E-learning for Food Safety Level 1 for all staff (6hours)  
Group A - Stephen/Siong/Yuan Shuai, (17 Nov, Thur)
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