

## Minutes of Meeting for 26 October 2022

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### AGENDA

#### 1. Operations

- 1.1. Space Planning – On hold
- 1.2. To cut delivery time – foldable trolley for places where inconvenient for unloading big trolley
- 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. Grass Jelly – To cross sell to R&B
  - 1.3.3. Roselle – Currently 200kg in stock. Ask Ajay to check on Roselle (Sun dried flowers) when he back to Kashmiri
  - 1.3.4. Cendol recipe – To find Tray sealing machine to pack Cendol (3000ml) and purees (1200ml)
  - 1.3.5. Dumpling stock to be built over time for Yuan Xiao
  - 1.3.6. 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)
  - 1.3.7. 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) – Recce for good locations and research on rental cost. Wisteria Mall (kiosk and dine in unit available) / Café 170 (dessert counter)
  - 2.1.2. Freeze-drying project – On hold
  - 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) – Finalise 100 Hi-tea sets with 2 flower tea types, 1 Preserve fruit, 2 Roselle and 1 honey/rock sugar. To select items from Saamsara. Final costing for Hi-tea set. Order 600 jars and 100 boxes with sleeves. To come out with design for the sleeve insert.
- 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.
- 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)

### **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 16” x 68”) & 50 White Polo Tees/ Packaging / Banner Stand (Not at the moment) / Lorry Decal – Completed, pend Lorry delivery.

### **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). To contact Ted to check on Tray sealer machine, budget \$1200
- 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 shelf life for 6 products - Coconut Syrup/ Rock Sugar Syrup / Grass Jelly / Passionfruit/ Mango and Roselle. To Test nutritional information panel for 2 products – Roselle and Grass Jelly

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

#### **Action items**

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- E-commerce meeting on 5<sup>th</sup> Oct at 2pm – To try Roselle Jam product.
- 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 (Confirmed session on 28 October, Friday)