

Minutes of Meeting for 5 October 2022

AGENDA

1. Operations

- 1.1. Space Planning – Since cannot use container freezer, will consider to look around for a more suited factory. Shall contact JTC to check about the pricing for returning factory.
- 1.2. Gas – pending for fitting for 1 more stove
- 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. Pending Jelly sample outcome.
 - 1.3.2. Roselle Taiwan (partner) will be returning to Taiwan only in October, will follow up on Roselle source.
 - 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, and for Soon Xing customer. Prepare sample for Soon Xing
 - 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) – Recce for good locations and research on rental cost.
 - 2.1.2. Freeze-drying project – To check out market pricing and work out project details 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 offer 5 flavors of snow ice blocks to customers – To bring in Ice machine from China
 - 2.1.5. Flower tea and preserved fruits set packages (Hi-tea set) – To contact Saamsara for quotes of their preserved fruits and flower tea. To get quotes for packaging (9 jars box). 3 flower tea types, 3 Preserve fruit, 2 jams and 1 rock sugar.
- 2.2. Customer visiting – Stephen to start on 1st October, to upsell company products to increase sales
- 2.3. To meet Cat from Robo-T – Her Coffeeshouse 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 – Confirmed using China's picture for the snow ice poster. To finalized and get printed for sales presentation
- 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. Sree Narayana order on 4th Oct – 180 pax Water chestnut Tau suan
- 3.2. Yishun order for 8th Oct – 100 pax Green bean soup / Having carnival for Christmas on 17 December
- 3.3. Christmas (Company party on 24th Dec, Saturday)
- 3.4. Chinese New Year (Company gifts for customers / Hi-Tea sets)
- 3.5. 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 & 50 Polo Tees (To ask quotes) / name cards / Letterhead / Labels / Packaging

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 for covers
- 5.3. SETC – To contact to check cost and requirement to test shelf-life for products and test nutrition value. To test for Coconut Syrup / Mango and Roselle

6. Any other matters

Action items	Action by	Deadline
<ul style="list-style-type: none">• E-commerce meeting on 5th Oct at 2pm – Ts to attend and find out more on possible collaboration.• E-learning for Food Safety Level 1 for all staff (6hours)		