

Minutes of Meeting for 9 November 2022

AGENDA

1. Operations

1.1. Space Planning – On hold

1.2. To cut delivery time – Try 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

Roselle – Schedule for production to stock up for Christmas Hightea sets. Maybe consider selling 2 jars Roselle pack in our leftover pouch?

1.3.3. Cendol recipe – To find Tray sealing machine to pack Cendol (3000ml) and purees (1200ml) Pending China counterpart search for suited machine

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) – Recce for good locations and research on rental cost. Wisteria Mall (kiosk and dine in unit available) / Café 170 (dessert counter) Will check with Zhang Wei about her field for Roselle growing, and also if keen to invest in property and partner us on our retail plans. Check on Importer guidelines and requirements

2.1.2. Freeze-drying project – On hold. Recalculating the cost as the freeze drying due to process for dessert.

2.1.3. Ready-to-eat desserts – 5th Nov, Sat 100 pax order of red bean soup.

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 Price at \$82 per set. To order from Saamsara, 10kg or wild honey, 9 kg Saffron tea and 9 kg of Roseberry. To order flowertea chamomile. To finalise design for the sleeve and stickers on 9th Nov.

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 24th 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- ready for collection and payment of remaining 50%.
- 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 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.
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

- E-learning for Food Safety Level 1 for all staff (6hours)
Group A - Stephen/Siong/Yuan Shuai, (17 Nov, Thur)
Group B – Teck Wah/Ah Kai/Hein, (9 Nov, Wed)
Group C-Boss/Chun Hua/ Joelle (28 Oct, Friday)
-