

Minutes of Meeting for 11 Oct 2023

AGENDA

1. Operations

- 1.1. Manpower – Overtime control – to curb at 2 hours daily maximum. Note MOM requirement of not more than 72 hours of OT. To increase productivity. Eg. Drivers to aim to leave for delivery earlier in the morning. Stephen to create cleaning schedule under this 4 sections: floor mopping/toilet washing/facilities cleaning/clearing rubbish
- 1.2. Training – To have bi-monthly training for team. Production Hygiene / Personal Hygiene eg. Toilet flushing / Product training / Product Handling / Evaluation. Note to highlight after cleaning everyday, all bins has to be washed and dry.
- 1.3. Space Planning – Fridges – to note when ice formed in all fridges as this will result in the drop of temperature of the chillers and it's effectiveness to keep products in right condition. Have to consciously check to ensure no ice forming around chiller fan to ensure effectiveness function of the fridges.
- 1.4. Sales Journal updating – Stephen to only use the hard disk for updating while investigating the accuracy of updating through shared folder
- 1.5. Accounting system – received quotation. Pending the demo and trial.
- 1.6. Production / ready-to-eat
 - 1.6.1. To remind team on the upkeep of working area, working cutleries. Every process from washing of ingredients in basin, the use of pots for non-oil products and even when leaving production to cool, we need to ensure food safety and quality. Short cuts or negligence can often lead to production quality.

2. Sales and Marketing – business directives

- 2.1. Retail stall – find source for Roselle / Madam Roselle Specialty stall) – 24 – 29 October to China, Dong Guan to understudy retail operation and research on machineries
- 2.2. Freeze-drying project – R&D process suited for our products. On hold
- 2.3. Ready-to-eat desserts – Red bean paste / Grass Jelly / Sweet potato ginger soup / Tau suan can be offered for Jiahua for upcoming months
- 2.4. Snow Ice desserts – Check out machineries during upcoming China trip.
- 2.5. Customer visiting – Stephen to reach out to more Koufu outlets to offer our products to increase sales
- 2.6. Website updating – To look into updating website / More products pictures to load and change company logo
- 2.7. 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.
- 2.8. Upcoming projects – Vending machine / Shave ice ball product launch / Retail
- 2.9. Upcoming exhibitions –

3. Event calendar (Company / Customer)

- 3.1. Planning for Christmas 16 Dec (Sat) – To research for Restaurant with KTV / games / theme *Note to include 3 year service award for ah Kai. To ask team on options for Christmas party: a) 2 days Kukup trip on 13 Nov/ b)KTV +dinner at restaurant or c) order catering in factory, include games and lucky draws for prizes
- 3.2. Deepavali 13 Nov (Mon)
- 3.3. CNY 10-12 Feb 2024 (Sat-Mon) – Corporate gifts ~~Hanging Calendars (include horse ride dates/ PH / auspicious dates)~~-Walnuts / Premium nuts gift set + drinks. Butter cake maybe? To check how long the cake can last.

4. Human Resource

- 4.1. Leave taking – Joelle on leave 22 Dec – 2 Jan 2024.
- 4.2. Recruitment posting / Job function / Job allocation / Appraisal
- 4.3. Evaluation for yearly review for perm staff and 2-yearly reviews for foreign staff
- 4.4. Corporate identity – 50pcs uniform – Dri-fit material / Orange in colour / Picture of company product at back of tee

5. Partners / Vendors / Suppliers – Research and Development

- 5.1. Vacuum Pack Machine – Pending for Financial Information for application of grant. (Oct 2023)
- 5.2. BGP –To research on Energy Efficient Grant
- 5.3. SETC –
- 5.4. E-learning for Food Safety Level 3 – For Stephen to attend. On hold

6. Any other matters

Action items

- Work trip to China, Dong Guan. 24 to 29 Oct 2023
 - Check out the ice shaving machineries and others suited for current business (get Yuan Shuai to plan a list of machines or tools/ Kitchenware for production requirement)
 - Understudy dessert shop operations / R&D on Shave Ice ball products with fillings (eg. Roselle + Red bean) Take photos of new products for launch
 - Visit popular dessert shops
 - Packaging factories for bulk order (Bottles / Containers/ Bags/ Cups/ stickers etc)
 - Corporate gifts
 - Stephen to note during this period
 - For delivery, Kai to take charge of production. For delivery, Boss to follow Das. Will have to get Production team to build stock before the trip.
 - Ensure stock supplies.
 - Any facilities/ electricity issues, can contact Uncle William
 - Lady Boss's hp will be left for all customer's ordering and requests.
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