

Minutes of Meeting for 13 July 2023

AGENDA

1. Operations

- 1.1. Manpower – Currently sufficient staff / no requirement to recruit
- 1.2. Space Planning – Fridges replaced. Monitor condition
- 1.3. Production / ready-to-eat
 - 1.3.1. For Cendol recipe –Ready for SETC test?
 - 1.3.2. For Coconut Sugar syrup – Recipe confirmed?
 - 1.3.3. 3 main ready-to-eat desserts focus – Snow Fungus, Water chestnut Tau suan and Black Glutinous Rice
 - 1.3.4. Main dessert drinks focus – Roselle, Barley, Lemonade, Snow fungus.
 - 1.3.5. New products – Grass Jelly / Almond Jelly / Fruitty Pearl balls
 - 1.3.6. To research for shops that rent areas for vending machines.

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. To explore Roselle dishes/soup base.
 - 2.1.2. Freeze-drying project – R&D process suited for our products. On hold
 - 2.1.3. Ready-to-eat desserts – 100 pax dessert for Jiahua
 - 2.1.4. Snow Ice desserts –To bring in Ice machine from China. Consider toppings and ingredients required.
- 2.2. Customer visiting –
- 2.3. 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. Take photos of products / To prepare poster stand for Flea market 6 August – Confirm products to print on 19 July 2023.
- 2.4. Upcoming projects - Freeze-drying / Vending machine for rental / Ice block (制冰机-RMB3700)
- 2.5. Upcoming exhibitions –

3. Event calendar (Company / Customer)

- 3.1. 2 August – Team meet plus ah hai bd celebration
- 3.2. 6 August – Flea Market at Bukit Canberra (Set up at 3pm, 4pm – 8pm) – inform DO family for support
- 3.3. Planning for Christmas / New Year / CNY – Corporate gifts thermal flasks / uniforms

4. Human Resource

- 4.1. Leave taking – Chun Hua on leave for Mid June to Mid August. Stephen on leave 27 August
- 4.2. Job functions / Add-on tasks for staff for ownership and sense of purpose.
- 4.3. Recruitment posting – Nil
- 4.4. 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. Appraisal forms to be discussed.
- 4.5. Corporate identity – 50pcs uniform – to discuss with Zhang Wei for uniform designs for staff

5. Partners / Vendors / Suppliers – Research and Development

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

6. Any other matters

Action items

- **Plan and preparation when boss is unavailable 28 Aug to 1/8 Sept :**
 - SOA for Aug 2023 – boss will update till 27 Aug and Miss Ng will come in to update for rest of the month and send the SOA to customers accordingly. (Miss Ng also looking into account software to see if any suited)
 - Cash from each day deliveries MUST be submitted to accounts (Stephen/Chunhua) before knocking off. Do not submit cash during the morning rush.
 - Suppliers – boss will pre-order for most and schedule for delivery in Whatsapp / Stephen to take note for orders for LamHeng, Yufa, HKK and Cherhua (To look out for stock daily and access how much to order)
 - Payment – Cash to be paid to suppliers accordingly (boss will prepare cash ready for payment) / For emergency cash flow, contact Chun Hua
 - Salary – boss will prepare before 28 August
 - Orders from customers – note Ubi / Lifa / Fengling / #02-58 / Vincent / 258 (To take order from them when delivering near their stalls)
 - Sugar increase price – To input in DO for price increase \$1 for GST customers and \$1.50 for non-GST customers with effect 1st Sept 2023
 - **Customers**
 - Sesame seed price quotation pending from Seng Hong
 - Food junction to use Gloden Champ Lychee
 - Ah Chew boss – note on his grain orders (Divide the weight x required weight, then add \$1.50 for repack labour and PE bag cost)
 - **Bulk order for Sept** - Jia Hua and Sifu to be confirmed, so boss can make necessary arrangements
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