

Minutes of Meeting for 29 Nov 2023

AGENDA

1. Operations

- 1.1. Manpower – To note and record all staff's leave
- 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. Yuan Shuai / Kun / Kai / Hein done for Nov.
- 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 – Pending 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 – Met with Robo-T for discussion for taking over / renting of their space. \$8K per month. Will talk to Kopi Tan and explore other rental spaces too.
- 2.2. Freeze-drying project – R&D process suited for our products. On hold
- 2.3. Ready-to-eat desserts – Sample for Black Sesame paste, Joelle to take photo / Jiahua's order for 2 Dec – Green bean soup
- 2.4. Snow Ice desserts – Getting machineries from China, pending the other ingredient orders too and will ship over.
- 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. CNY 10-12 Feb 2024 (Sat-Mon) – Corporate gifts ~~Hanging Calendars (include horse ride dates/PH/auspicious dates)~~ Walnuts / Premium nuts gift set + drinks. Pending samples before order and look into packaging.
- 3.2. 6 Dec – Monthly team meet + birthday celebration (Ah kai and Boss) – To update on this years business development and next year's plan. Introduce Sales incentive to team based on new accounts they can bring in to business.
- 3.3. 4 Jan 2024 – Monthly Team meet + birthday celebration (Yuan Shuai)
- 3.4. New Polo Tees for staff.

4. Human Resource

- 4.1. Leave taking – Stephen on leave 13 Dec – 16 Dec, Joelle on leave 22 Dec – 2 Jan 2024. Boss pending travel to Indonesia.
- 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
- 5.5. Sourcing of new retail spaces

6. Any other matters

Action items

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