

## Minutes of Meeting for 4 Oct 2023

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### 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.
- 1.2. Training – To have bi-monthly training for team. Production Hygiene / Product training / Product Handling / Evaluation
- 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.
- 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 –Jia hua appreciated our 10am delivery on 7 Oct
- 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. Team meet (October) Birthdays (Ah Kun and TS) – Maintenance
- 3.2. Planning for Christmas 16 Dec (Sat) – To research for Restaurant with KTV / games / theme
- 3.3. Deepavali 13 Nov (Mon)
- 3.4. 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. All meeting minutes will be saved in shared drive
- 4.2. Leave taking – Stephen on leave 27 August. Joelle on leave 22 Dec – 2 Jan 2024.
- 4.3. Recruitment posting / Job function / Job allocation –
- 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**

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- 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
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