# Board Meeting

**9 September 2022- 2:15 pm**

Attendees: Asim Erturk (“AE”), Umang Gandecha (“UG”)

Note taker: Sadik Isler

| ITEM | ACTION | PARTIES RESPONSIBLE | DEADLINE |
|---|---|---|---|
| **AE&UG Role Distribution** | AE to manage Legal, Finance, IT<br><br>UG to manage Sales, Marketing and Operations<br><br>AE and UG to have a weekly board meeting | **AE, UG** | Every week. |
| **Finance** | AE to act as a finance director where necessary for couple of months to analyse problems and work on solutions | **AE** | Starting from next week. |
| **Palak Vyas** | Statement will be asked from Palak Vyas for the mistakes made in DoV report. | **Legal Team** | 6pm 9th September |
| **Operations** | Richard should leave his second job and focus on Londonist by coming every day to the office.<br><br>Richard to be given final warning if the same problems occur. | **AE, UG, Legal Team** | ASAP |
| **Marketing** | Dateme to be a digital marketing manager.<br><br>New marketing coordinator to be hired.<br><br>New social media manager to be | **UG** | |

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| | hired. | | |
| **Office Assistant** | To be hired asap. | **Legal Team** | ASAP |
| **Polypus** | To take operations from Richard. | **Polypus** | October onwards |
| **Saurabh Thanawala** | To be the next sales leader of the UK, UG to train him. | **UG** | Within upcoming months |
| **Khaled Matar** | To be the MENA sales manager from Lebanon. He will be a contractor to the UK office. He can make business development in the region. Fee is $1,000 monthly. | **Legal Team** | Offer to send on Monday |