

MINUTES and ATR SAMPLES

Prepare minutes of a meetings , preceded by the chairman of ABC Ltd an FMCG company. The agenda of the meeting was introduction of a new product, fixation of cost, discussions of sales and marketing strategy.

Participants **The chairperson, Product head, Marketing head, Sales head.**

Based on the meeting prepare the action taken report.

MINUTES OF THE MEETING

ABC LTD

MINUTES OF INTRODUCTION OF A NEW PRODUCT

Date :21 July 2018

Venue: Cooperate office

Time: 5 PM

In attendance: Mr Rahul Sharma - The chairperson

Mr Sam - The product head

Mis Sunana -The Marketing head

Mr. Vivek Sinha-The sales head

Decision taken

- Mr Rahul Sharma, The chairperson gave an introduction speech explaining The agenda of the meeting.
- Mr Sam, The product head, introduced the product, its features and also the cost structure.
- Miss Sunana Singh, The marketing head, highlighted the marketing plan and the execution process. It was agreed to use print, digital and outdoor media as means of marketing. Quotation to be obtained from three vendors.

- Mr Vivek Sinha, The sales head, discussed the sales plan . Distributors and dealers to be appointed.
- The chairperson proposed a vote of thanks.
- The action taken report to be submitted by 5th October, 2018

(.....)

Company secretary

ACTION TAKEN REPORT

As per the meeting held on 21/07/2018 at the cooperate office of ABC LTD. The following actions have been reported.

- Quotations have been received for print and digital media.
- The process of getting Quotation for outdoor media is in process.
- Two distributers have been appointed in the Northern Region.
- The work of appointment of Two more distributers is in the pipeline and expected to be completed by 25th October, 2018.
- Dealers will be appointed after the appointment of all distributers.

Mrinal Singh

Marketing Executive

Sample 2

c) You are Secretary of ABC college and Credit Cooperative Chennai. You had issued a notice to hold the monthly meeting of its Executive Committee to transact following business :

- (i) To confirm the minutes of the last meeting.
- (ii) To consider loan applications for 50,000 each received from three members.
- (iii) To recommend dividend for the year 2005-06.
- (iv) To consider resignation of Mr. Puneet Agarwal, the treasurer of the society.

(v) To fix the date of Annual General Meeting of the Society.

The meeting took place on 10th September, 2016. Draft the minutes keeping above agenda in mind. (10 marks)

ABC COLLEGE THRIFT AND CREDIT CO-OPERATIVE SOCIETY

CHENNAI

MINUTES OF EXECUTIVE COMMITTEE MEETING

Date : 10th Sep, 2016

Venue : Board Room

Time : 4:00PM

In attendance

Mr. GAurav Gupta -	Chairman
Mr. Raja Tiwari Director,	Finance
Mr. Sharadh Singh -	Director, Personnel
Ms. Anu Singh	Director, Production
Mr. Kamlesh Pathak	Director, Marketing
Mr. Iyer	Nominee, Director
Mr.Sujoy Roy	Company Secretary

Decision taken -

- The minutes of the meeting held on 27th April, 2016 were approved.
- The loan application for Rs 50,000 received from Mr. Raja Tiwari, Mr. Kamlesh Pathak and Ms. Anu Singh were considered and loan granted.

- Mr. Sharad Singh moved that a dividend of 10 per equity share, subject to income tax are recommended by the Directors for the year 2015-16.'
- The motion was seconded by Ms. Anu Singh which was unanimously accepted.
- Mr. Kamlesh Pathak moved and Mr. Iyer seconded the following, That the resignation of Mr. Pankaj Agarwal, the treasurer of the society be considered.'
- The move was however rejected and the resignation not considered.
- On the motion of Ms. Anu Singh it was resolved that Annual General Meeting of the society be held on 24th of November 2006.
- The meeting ended with a vote of thanks to the chair.

— Sujoy Roy Company Secretary