

**Q.1** : You are a sports complex company. You are going to start a new sports complex in NCR with new sports events, technologies and infrastructure. Draft agenda, minutes and ATR.

## **Agenda**

XYZ Sports Complex

Noida – 1100000

Tel No – 000000

### **AGENDA**

August 14, 2020

The agenda for the meeting to start a new sports complex to be held on 14 Sep, 2020 at Deep Banquet hall, Near Sector 24, Noida at 10:00 am is as under.

- 1) To read and discuss the minutes of previous meeting held on March 14, 2020
- 2) To develop outlay of new sports activities to be introduced.
- 3) To discuss about the officials to be appointed to head this project.
- 4) To finalise the sources of finance , required to fund the foundation
- 5) To submit a project report on survey based on the anticipated profitability of the new complex.
- 6) To discuss the profitability, challenges and future prospects
- 7) To discuss the marketing policies and strategies to be undertaken.

XYZ

Secretary

## **Minutes**

XYZ Sports Complex

Noida – 1100000

Tel No – 000000

### **MINUTES**

24 Sep, 2020

Minutes of the meeting held on 14 Sep, 2020 at the XYZ hall at 10am is as follows.

Mr Sharma	Director
Mr ZZZ	Finance head
Mr ZZE	Product head
Mr YXX	Vice president marketing
Miss Sharma	President HR
Mr XYZ	Marketing head

Absentees ; None

1. Mr XYZ (Chairman) read the minutes of the previous meet held on 10 March , 2020 and were approved and signed by the chairman.
2. Mr ZZE (Product head) gave details about the new project as well as sports activities to be introduced.
3. Mr XYZ (Marketing head) discussed about the new marketing policies and strategies to be undertaken in order to capture the market.
4. Mr YXX ( Vice president marketing) gave a detailed project report on survey.
5. Mr ZZe ( Finance head) gave details of the costing of the new project
6. Mr XYZ(Chairman) congratulated management authority for their diligence work.
7. Further the chairman declared an open house for the participants to put up their concerns and finally gave a vote of thanks.
8. The meeting ended on a happy note

Miss Gupta  
Secretary

### **Action taken report**

Action taken report

30 Sep,2020

As per the meeting held on 14 Sep, 2020 at XYZ mall, Delhi. The following actions have been reported.

1. Necessary capital for the infrastructure and equipment have been finalised.
2. Promotional as well as marketing techniques have been approved
3. List of the staff has been finalised.

Sales and Marketing Director  
XYZ

**Q.2** : Draft a circular about new product launch.

XYZ Sports Complex

Noida – 1100000

Sep 14, 2020

Circular no – 11223X

For all employees

We are pleased to inform you that our company has launched a new product which couldn't be achieved without your cooperation and meticulous work. We are going to organise a party for the same at XYZ Hall , near Sports complex, Noida on 20 Sep, 2020 at 10 am. Your presence would be highly appreciated.

XYZ

Secretary

**Q.3** : Write a memo about new product launch.

XYZ Sports Complex

Noida – 1100000

Inter office Memo

Date – 14 Sep, 2020

To - All Branch managers

From – Mr XYZ, Gernal Manager

Refrence – 112/LM

Subject – Launch of a new Product

We are delighted to confirm that our company has launched a new product as desired. The product will be soon available in the market as well as NCR.