

14-Jul-2020

Ref: 20.07.003

MINUTES OF MEETING (Alumni Website Design)

DATE: 12-Jul-2020 TIME: 22:30 IST DURATION: 35 min	VENUE: Video Conference
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NEXT MEETING:

DATE: TO BE ANNOUNCED LATER	VENUE: Video Conference
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ATTENDEES:

1. Mr. Nisar Omer	
2. Mr. Zuzer Nalwalla	
3. Mr. Ashraf Kerbelker	
4. Mr. Aslam Bombaywala	
5. Mr. Jamil Modak	
6. Mr. Tausif Shaikh	
7.	

No	SUBJECT	ACTION/FOLLOW-UP
1.	Proposed Website domain name as " alumnianjumanpanchgani.com " <ul style="list-style-type: none"> Approved by the Vice President and accepted by all the attendees. 	Vice President
3.	Mr. Jamil Modak sponsored the cost and purchased the domain while the meeting was in progress.	Mr. Jamil
2.	Old website AAPPSM to maintain or discontinue. <ul style="list-style-type: none"> It was agreed that the website kept active until the new website goes live. Mr. Zuzer and Mr. Tausif to coordinate before unpublishing the previous website. AAPPSM to redirect to the new website and to announce to visit alumniajumanpanchgani.com 	Mr. Zuzer Mr. Tausif

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3.	<p>Transfer of data from old to new webpage.</p> <ul style="list-style-type: none"> The previous website shall remain active and the data can be downloaded. Mr. Zuzer agreed to provide all the necessary Alumni data that will be required for the new website. 	Mr. Zuzer Mr. Tausif
5.	<p>Any other issues</p> <p>a) Mr. Zuzer proposed to add “parent’s suggestion”.</p> <ul style="list-style-type: none"> Mr. Nisar commented that there is a thin line between suggestion and complaint. This will have to look into how to handle this part. <p>b) Mr. Nisar proposed to have a section for the ex-students “achievers”.</p> <p>c) Mr. Aslam asked all to update the “project task report” with the respective task so that it will easy to follow-up with the individual.</p> <ul style="list-style-type: none"> All agreed to do the necessary <p>d) Mr. Nisar suggested to have an in-house live review of the new website before it is launched to the public.</p> <ul style="list-style-type: none"> All agreed to the suggestion. <p>e) After looking into all the aspects, Mr. Ashraf has given verbal approval to Mr. Tausif to finalize the deal with the website design vendor, Mointech, India.</p> <p>f) Mr. Tausif sponsored 70% of Rs 12,000/= cost of the website design charges by the vendor, Mointech, India.</p> <ul style="list-style-type: none"> The balance of 30% of the cost to be arranged. <p>g) Vendor to provide samples of the home page.</p> <p>h) Vendor’s contract to be finalized after receiving the revised and updated copy. The original to be sent to the president/vice president for signing.</p>	<p>All attendees</p> <p>Mr. Tausif</p> <p>Mr. Tausif</p> <p>All attendees</p> <p>Mr. Tausif Mr. Jamil</p> <p>Mr. Tausif</p> <p>Mr. Tausif</p> <p>All attendees</p> <p>Mr. Tausif</p> <p>Mr. Tausif</p>

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i)	Mr. Ashraf proposed to have a section for advertisement (movie/still), this will generate some revenue for the Alumni. <ul style="list-style-type: none"> In principle, all agreed but guidelines have to be set. 	Mr. Tausif Mr. Jamil All attendees
j)	Mr. Nisar proposed to have a weekly meeting on Sunday to brush-up with development and to clear the outstanding issues/snags. <ul style="list-style-type: none"> Agreed by all. 	All attendees
k)	Mr. Nisar to prepare the write-up on "About Us". Draft copy to be circulated for review.	Mr. Nisar
l)	Mr. Nisar commented that he will retrieve the data from Mr. Bilal (South Africa) that was used for the previous website.	Mr. Nisar
m)	Mr. Nisar stated that we have to collectively think of creating the resources of generating revenue for the alumni to run the operating cost.	All attendees
n)	Mr. Zuser stated that it should be mandatory for all ex-students and staff to be members of the Alumni to access the website. <ul style="list-style-type: none"> Agreed by all, guidelines to be set. 	Mr. Tausif All attendees
o)	Mr. Badruddin (President) could not join because he had a problem with network connectivity.	Information



Ashraf Kerbelker,
Secretary.
Alumni of Anjuman School,
Panchgani.