

Meeting Minutes

Ref #:	MIN_0000_20260823_01	Place:	Harirod Main office, House # 70, 5 th St Old Taimani, Kabul
Date:	Aug 23, 2026	Note Taker:	Mohammad Arman Azamy
Time:	3:00PM to 4:30PM	Duration:	90 mins
Type:	☒ Info-Sharing ☒ Coordinating Tasks ☒ Decision Making ☐ Problem Solving		

Meeting Agenda:	Attendees:
• Land • Pamphlet • Graphic Designing • Website • Applications • Organizational Chart • Workflow plan • Legal • Meetings • Business Plan • Finance • Marketing	1. Yousuf Azamy 2. Hokum Khan Sidiqi 3. Eng. Samad Ahmadi 4. Eng. Ajmal Paikar 5. Waleed Rasooli 6. Shafiq Ayobi 7. Mustafa Yousuf
Share with:	
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No	Description/Details	Responsible Lead	Due Date
1	Land:		
	- Finding new land (Locations)	Eng. Shabir	Sep 6, 2026
	- Site Visits	Eng. Shabir & Yousuf	Sep 6, 2026
	- Meeting land owners	Eng. Shabir & Yousuf	Sep 6, 2026
	- Signing MoU with land owners	Lead Team	Sep 10, 2026
2	Pamphlet:		
	- Review & revise English & Pashtu versions	Walid Rasooli Hokum Khan Sidiqi	Aug 31, 2026
	- Design new pictures	Eng. Samad	Aug 31, 2026
	- Final review & revise	All Team	Sep 1, 2026
	- Sending for printing	Yousuf & team	Sep 2, 2026
3	Graphic Designing:		
	- Design New Pictures	Eng. Samad	Aug 31, 2026
	- Edit main videos	Arman Azamy	Aug 29, 2026
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4	Website		
	- Create users (different limites)	Eng. Ajmal	Aug 31, 2026
	- Registration link (Partners & supporters)	Eng. Ajmal	Aug 31, 2026
	- Review overall web, improve	Team	Aug 31, 2026

	- Add board members profile	Eng. Ajmal & Yousuf	Aug 31, 2026
	- Add leadership & management team profile	Eng. Ajmal & Yousuf	
	- Add Partners & supporters	Eng. Ajmal & Yousuf	
5	Application:		
	- Send work offer for Developer	Yousuf & Team	
	- Purchasing & Registrations	Mustafa & Yousuf	
	- Start App developments	Mustafa Yousuf	
	- Fill Information forms	Yousuf & team	
6	- Data gathering	Team support	
	Organizational Chart:		
	- Team Bio's & Pictures	Team	
	- Assign Titles & responsibilities	Management Team	
	- Develop Bio's form (format)	Eng. Ajmal	
7	- Upload data in web	Eng. Ajmal & Yousuf	
	- Develop organization chart	Eng. Ajmal & Yousuf	
	Workflow:		
	- Choose the best platform	Team	
	- Register the project	Yousuf & Arman	
8	- Team sign-up & registrations	Arman & Team	
	- Input tasks & info	Arman & Team	
	- Register & Test the platform	Team	
	Legal:		
	- Finalize MoU	Hokum Khan Sidiqi	
9	- Finalize agreements	Sidiqi & Team	
	- Draft 1+50 agreement	Sidiqi & Team	
	- Draft board promise letter	Sidiqi & Team	
	Meetings:		
	- Supporters & suppliers	Yousuf & Team	
10	- Factory owners (Raw materials)	Yousuf & Team	
	- ABA		
	- NDC		
	- Board members (selected)		
	- Key Investors & partners		
	- DPMEA (Economic Leaders)		
	Business Development Plan:		
	- Build Business Plan		
	- Data Gathering		
	- Financial Projections		
	- Develop presentation		
	Finance:		
	- Build expense report (Database)		
	- Build project Financial		
	- statement template		
	Marketing:		
	- Design Business Cards		

	- Finalize pamphlet (Print)		
	- Plan business event		
	- Site visit & cost assumptions		

Upcoming Meeting:			
Ref #:	MIN_0000_20260830_02	Place:	Harirod Main office, House # 70, 5 th St Old Taimani, Kabul
Date:	Aug 30, 2026	Lead:	
Time:	3:00PM to 4:30PM	Duration:	90 mins
Type:	☒ Info-Sharing ☒ Coordinating Tasks ☒ Decision Making ☐ Problem Solving		

No	New Agenda/Topics	Description/Remarks
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