

To: The gang of four
From: Scott Seong
Date: September 18, 2000
Subject: Meeting Agenda

Team,

I would like to welcome everyone for making a prudent decision to become a part owner of the new company. We have a great team determined to perform, and it's a matter of execution that will guarantee our success. I'm confident that we will grow to become a multi-million dollar company within next few years, if we execute what we were going to do. Look at the US men's gymnastics team. They had a great team, but weren't able to execute at the Olympics and ended up at 5th place. That is the kind of things that we'll have to avoid. Enough said about the vision, so let's move on to our next meeting topics. This is going to be our first meeting and therefore we have a lot to discuss, but I have narrowed down our discussion to following few topics. For each topic, I would like to assign an owner and deadline for completing the task.

1. Incorporate a company – We have four-man team and need a contract describing our partnership. I don't want to spend too much time developing a contract as we have many other things to work on, but a brief contract detailing our partnership is an absolute necessary.
2. Office Rental – The key to our success is an execution. We have to stay motivated all times, and everyone must contribute equally to success of our company. To best achieve this goal, we need a place where we can stay apart from the family and concentrate on our work. I'm not looking for a fancy office, but a place where all of us can meet 3 to 5 times a week (after our regular work) to do our job. My initial cost assessment is about \$400 for a 400 sq. foot office. Renting an office generally require 2- to 3-year commitment, but 1-year contract is also available at a slightly higher rate. We need to decide on length of the contract, and develop a plan for unforeseen event (I don't want to spell this out but you know what I mean).
3. Decide on individual's responsibilities:
 - ◆ Treasury – We need a person who can take care of our finance. Determine our initial capital requirement, and monthly dues. Determine what we need to buy up front (such as copy machine, networking gear, computer memory, table, office supplies, refrigerator, couch and others) and the cost of purchasing them. Also, estimate a monthly utility bill including phone and xDSL service in determining monthly dues. I would expect that everyone supply their own computer, desk, and a chair.
 - ◆ Sales and marketing – We need to develop a sales and marketing plan as well as defining customer and system requirements. I have been involved in sales and marketing for two years while I was working in Korea. Also, I am currently doing system level work at Tellabs and define system requirements for telecommunication products. Unless there is strong interest from other members of the team, I'll assume

this responsibility.

◆ Development – This is core of our job (at least initially) and therefore everyone have to be involved in this activity. I would like to divide the work into two functional areas, client side and server side programming, and have two people form a team. Keith is already exposed to some client side scripting, and I have spent some time on server side (active server pages) programming. This leaves Sangki and Won to decide what they want to do. As you may already seen from my previous minutes, Keith and I already decided on Microsoft platform for creating a development environment. We also need a person who can administer the development environment, and setting up the network. I would expect Keith to play this role.

◆ Validation – Is there anyone with validation experience? We need a person who can develop test plan and lead the validation effort. Please understand that we have to support multiple browsers (i.e. explorer, navigator, and others), and multiple resolutions. This person will take the customer and system requirements as an input in developing a test plan, and come up with a strategy to thoroughly test all defined requirements.

◆ Team Leader – We need a team leader who can make business decisions when there is a conflict among team member opinions. Also, this person will guide the team in moving the business into right direction.

4. Decide on what we're going to do – At the present time, the 1hourcleaners.com seems like a good choice. Let's talk about alternatives, and decide on what we really want to do. One thing to think about when deciding on business, we have to seriously consider potential capital requirements.
5. Branding – Register the company with Illinois state authority. Consider trademarking company name, and slogan (i.e. "We bring cleaner to you."). We need a person who is interested in developing company logo, document templates, and company standards.

That is all I have to say for now. If you have other discussion topics, please don't hesitate to bring it to the team. How about that U.S. women's swimming team, gobbling up all the medals? It's kind of unfortunate that Korea hasn't win any gold yet ☹

Regards,
Scott