



BMO: TMA		FOCUS GROUP MEETING REPORT		MEETING NUMBER: 001 / 2009	
FOCUS GROUP NAME : TMA - FG 1				Month <u>November 2009</u> this is the <u>first Meeting</u> .	
PERSONS AT THIS MEETING: 10	COMPANIES AT THIS MEETING: 8	NEW COMPANIES IN THIS FG: 8	TOTAL SUM OF COMPANIES IN FG: (NEW+PREVIOUS) 8	TOTAL MEMBERS: 10	TOTAL FORMAL:
DATE: November 7, 2009	TIME: 4:30 Pm	PLACE: TMA House, Karachi			

ATTENDANCE AT MEETING (GUESTS)		
Consultant	Entity Members (Chairman, Directors etc.)	Other participants (External consultant / lecturer, etc.)
a) Mr. Faizan Shakil	a) Mr. Moin A. Razzak (Chairman-SZ)	a) Mr. Dave (Bfz. Consultant)
		b) Mrs. Amina(Bfz. Consultant)
		c) Mr. Salahuddin (NPC)
		b) Mr. Ahmer Butt (PA)

MEETING MINUTES		
ISSUE / TOPIC	DESCRIPTION	REF.
1. Welcome Note	Welcome note was delivered by the Chairman (TMA-SZ) Mr. Moin A. Razzak.	
2. Introduction from Mrs. Amina	Amina and Dave briefly discussed their past experiences with all participants and tried to make all participants aware the importance of the Focus Group methodology. Then they discussed about their new project on which they are working.	
3. Brief introduction by Mr. Salahuddin Farrukh	NPC introduced himself, PA and Group Consultant to the participants. Then briefly discussed with participants about following: <ul style="list-style-type: none"> Background of the Project, partnership associations, project objectives and three project results with their indicators. Experienced advantages of role of focus group in such partnerships projects supported by the Brazilian success story. Metaplan methodology along with its rules and advantages. 	
4. Exercise - Metaplan Session "How we can improve our enterprises?"	Mr. Faizan Shakil performed the brain storming session and asked "How we can improve our enterprises?" and on this phrase or question participants had to share their ideas according to the rules of metaplan.	






<p>5. Exercise outcomes – Displaying of ideas from the brain storming session (After brain storming, participants were requested to prioritize most importance activities)</p>	<p>Please refer Page :3</p>	

Matters to Resolve / Tasks / Plans / Activities for next meeting	Name of person in charge	Deadline
1.Sustainable production in an organization	Matter to be discussed	To be set
2.Improvement in efficiency	Matter to be discussed	To be set
3.Skilled labor	Matter to be discussed	To be set
4.Enhance quality for quality goods	Matter to be discussed	To be set

Next Meeting:

Date: December 12, 2009 (tentative)	Time: 4:30 pm	Location: TMA House, Karachi
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Assessment by Participants: Put No. of (X) indicated in humor meter

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<p align="center">Signature of Moderator/Consultant</p>	<p align="center">Signature of Chairman</p>
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Training of labor and staff	Marketing	HUMAN RESOURCE	Sustainability	Others	Quality
<p>xxx</p> <p>Skilled labor</p>	To apoint a educated person in marketing field to improve enterprises	Optimization of resources such as work force smart sizing	<p>xxxxxxx</p> <p>Sustainable production in an organization</p>	Commitment at the top level	<p>xxx</p> <p>Improve quality for Product</p>
Development of training system sustainable to our condition	Appropriate use of marketing techniques	To appoint educated staff in marketing field to improve enterprises	Enhance efficiency in production	KPT setting for all departments	
Training required for skilled personal in compliances		Every staff should be trained about their work and responsibilities	Wastage control	Development of our products	
By improving skills of our work force			Minimization of waste	Continous improvement of the system	
Train our labor or educate our staff			Utilization of capacity in production	By improving our engineering infrastructure	
Every staff should be trained about their work and responsibilities			Work in environment issues	Multiple tasking concept	
			<p>xxx</p> <p>Improvement in overall effeciency</p>	System improvement within the organization	