






<b>BMO: TMA</b>		<b>FOCUS GROUP MEETING REPORT</b>		<b>MEETING NUMBER:</b> <b>003 / 2010</b>	
<b>FOCUS GROUP NAME :</b> TMA – FG 1				<b>Month April 2010 this is the <u>third</u> Meeting.</b>	
<b>PERSONS AT THIS MEETING:</b> <b>08</b>	<b>COMPANIES AT THIS MEETING:</b> <b>07</b>	<b>NEW COMPANIES IN THIS FG:</b> <b>02</b>	<b>TOTAL SUM OF COMPANIES IN FG: (NEW+PREVIOUS)</b> <b>11</b>	<b>TOTAL MEMBERS:</b> <b>07</b>	<b>TOTAL FORMAL:</b>
<b>DATE:</b> April 10, 2010		<b>TIME:</b> 4:00 Pm		<b>PLACE:</b> TMA House, Karachi	
<b>ATTENDANCE AT MEETING (GUESTS)</b>					
<b>Consultant</b>		<b>Entity Members</b> (Chairman, Directors etc.)		<b>Other participants</b> (External consultant / lecturer, etc.)	
a) Mr. Faizan Shakil		a) Mr. Moin A. Razak (Chairman-SZ)			
<b>MEETING MINUTES</b>					
<b>ISSUE / TOPIC</b>	<b>DESCRIPTION</b>				<b>REF.</b>
<b>1. Welcome Note</b>	Welcome note was delivered by the Chairman (TMA-SZ) Mr. Moin A. Razzak.				
<b>2. Introduction of the participants.</b>	All participants gave their brief introduction.				
<b>3. Points of Meeting</b>	<ul style="list-style-type: none"> <li>• Mr. Faizan briefly explained the project to our new members.</li> <li>• Reviewed the minutes of last two focus group meetings.</li> <li>• Mr. Faizan (group consultant) shared current status on the positions of electronic technicians and briefly discussed with focus group members on hiring criteria of these technicians.</li> <li>• Mr. Tanveer (H.R manager-Afroze Textile) mentioned the importance of sustainable production in our industries and our focus group decided to conduct an awareness session on Sustainable Production.</li> <li>• After conducting an awareness session group decided to make a questionnaire on sustainable production for the feed back of our members.</li> <li>• Mr. Aijaz Saya (Owner of Saya Weaving Mills) shared his past experiences on the training sessions of technicians on looms.</li> <li>• Focus group finalized the agenda of next meeting.</li> </ul>				



	<ul style="list-style-type: none"> <li>• Mr. Moin (Chairman-SZ/Director-FG) discussed about the short courses and diploma program on Sustainable Production and Environment which will be offer in S.M.A Rizvi Textile Institute. And group showed their good responses on the discussion of curriculum.</li> <li>• Mr. Moin asked the focus group members to send their persons to attend the course.</li> <li>• Mr. Faizan informed the focus group members about the full day seminar on Energy Conservation by KESC team which will conduct at S.M.A Rizvi Textile Institute and request focus group members to attend the seminar on Energy Conservation.</li> </ul>	
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Matters to Resolve / Tasks / Plans / Activities for next meeting	Name of person in charge	Deadline
Awareness Session on Sustainable Production	Mr. Moin, Mr. Muzzamil	Before next meeting
Questionnaire on Sustainable Production	Mr. Tanveer, Mr. Faizan , Mr. Ahmer	Before next meeting

Next Meeting:		
Date: May 8, 2010	Time: 4:30 pm	Location: TMA House, Karachi

Assessment by Participants: Put No. of (X) indicated in humor meter		
		

Signature of Moderator/Consultant	Signature of Chairman
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