Date	**2023-06-15**
Time	**11:00 - 12:00**
Location	**Microsoft Teams Meeting; Room 45**
Present	***Stian Skarnes Gregory, Jonathan Doe Smith, Elizabeth Andersen, David Jeffries, Jane Charlotte Miller***

Management meeting

Contoso Executive Team (demo)

Decisions Inc.

Table of contents

1

11:00, 5 min

1 - Meeting opening

Elizabeth Andersen

For Information

2 - Minutes from previous meeting

David Jeffries

Review and approval of minutes from the previous meeting.

For Decision

Attachments

Meeting minutes - 2023-06-08

Minutes
Management meeting
Contoso Executive Team (demo)

CONTOSO CORP

Date	2023-06-08
Time	14:00 - 15:00
Location	Microsoft Teams Meeting; Room 43
Present	Stian Skarnes Gregory, Jane Charlotte Miller, Elizabeth Andersen, David Jeffries, Jonathan Doe Smith
Absent	
Note Taker	Stian Skarnes Gregory

Agenda

1 - Meeting opening

2 - Minutes from previous meeting

David presented the minutes from last week's meeting, there were no comments or requested adjustments.

Decision: The minutes from June 1st were approved.

3 - Status updates

Updates were given by IT, HR, and Sales.
IT: Nothing special.
HR: New HR resource hired.
Sales: 5% above forecast last month.

4 - IT and infrastructure

Jonathan presented the new infrastructure plans, with estimated timelines and costs.

Task: Update page 3 in the infrastructure document with revised estimates @Stian 2023-07-01

5 – AOB

David mentioned that we need to replace the coffee machine on the 3rd floor.

Task: Order a new coffee machine @David 2023-06-25

...
There being no further topics to discuss, the meeting was adjourned.

3 - Status updates

All

Brief updates from the business areas, focus is on topics that have a cross-area impact.

For Information

3.1

3.1 - Update from IT

Jonathan Doe Smith

| For Information

Attachments

IT Status update.pptx

IT Status update – Management Meeting

- Software

- Hardware

- Infrastructure

- Licenses

- Open tasks

- Personnel

3.2

3.2 - Update from Finance

Jane Charlotte Miller

For Information

#finance

Attachments

Finance Status update.pptx

Finance Status update – Management Meeting

- Q2 numbers

- Procurements

- Sales

- Open tasks

- Personnel

Demo document

3.3

3.3 - Update from Marketing   *Elizabeth Andersen*

| For Information

Attachments

Marketing Status update.pptx

Marketing Status update – Management Meeting

- Social media

- Other media

- Other numbers

- Open tasks

- Personnel

Demo document

4 | **10 min**

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4 - Finance Q3

Jane Charlotte Miller

There are some financial updates and revised numbers. See attached report.

For Information

#finance

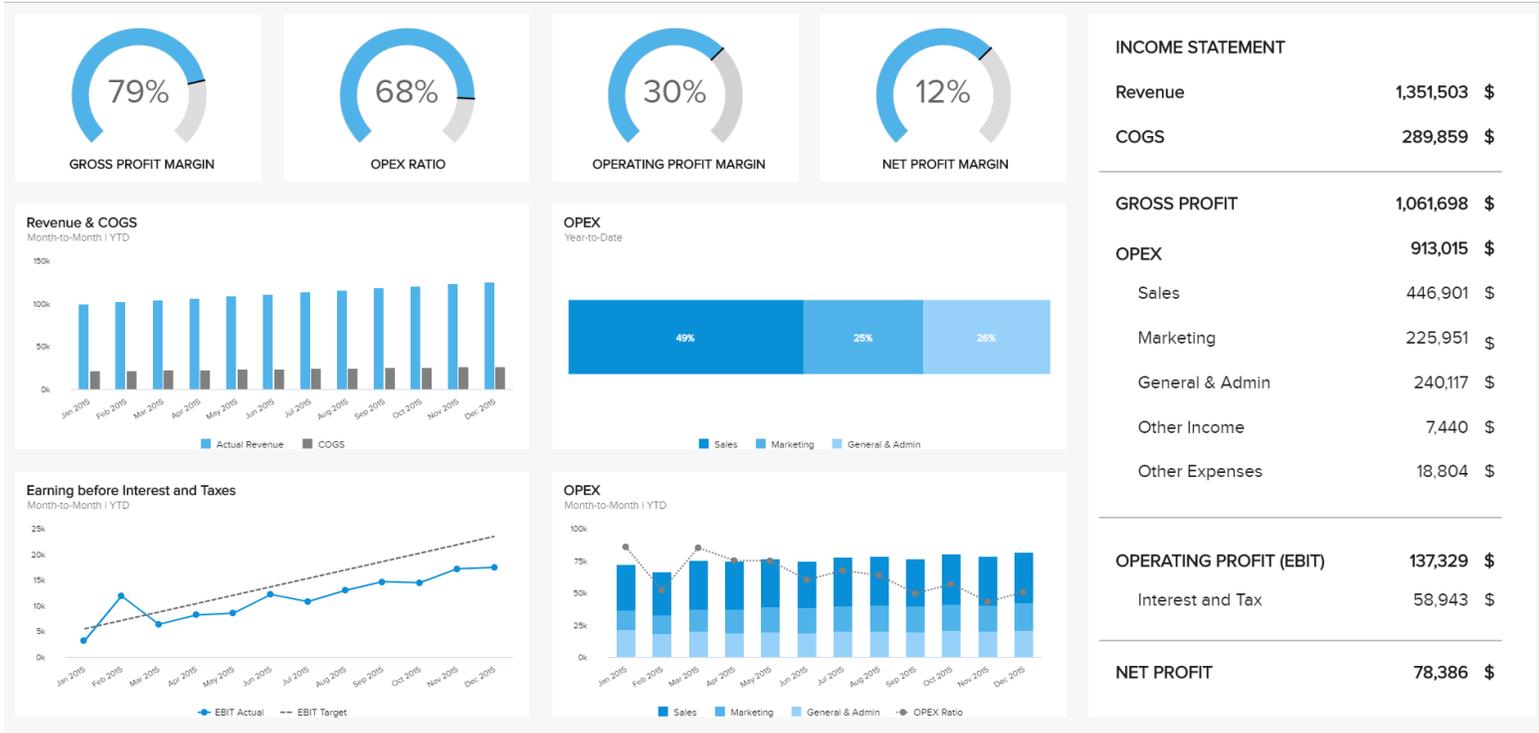### Attachments

Finance Q3.docx

Finance Q3 (Demo data)

79%	**68%**
GROSS PROFIT MARGIN	OPEX RATIO

30%	**12%**
OPERATING PROFIT MARGIN	NET PROFIT MARGIN

INCOME STATEMENT

Revenue	1,351,503	$
COGS	289,859	$
GROSS PROFIT	**1,061,698**	$
OPEX	**913,015**	$
Sales	446,901	$
Marketing	225,951	$
General & Admin	240,117	$
Other Income	7,440	$
Other Expenses	18,804	$
OPERATING PROFIT (EBIT)	**137,329**	$
Interest and Tax	58,943	$
NET PROFIT	**78,386**	$

Revenue & COGS
Month-to-Month | YTD

Actual Revenue COGS

OPEX
Year-to-Date

49%	25%	26%

Sales Marketing General & Admin

Earning before Interest and Taxes
Month-to-Month | YTD

EBIT Actual EBIT Target

OPEX
Month-to-Month | YTD

Sales Marketing General & Admin OPEX Ratio

5   **15 min**

5 - Presentation of model GF7a

Magnus Mjøsund

The representative from Company X will give a 15 minute presentation of their new model.

For Information

Attachments

Presentation of model GF7a.pptx

<u>Presentation of model GF7a</u>

Contents

- Updates from the previous model

- Color choices

- Price

- Additional information

Presentation of model GF7a

Updates from the previous model

- 50% faster

- 35% More energy efficient

- Lighter

- Smaller

Presentation of model GF7a

Color choices

- Red

- Green

- Blue

- Orange

- White

- Black

Presentation of model GF7a

Price

- Depending on configuration and color

<u>Presentation of model GF7a</u>

Additional information

- Backward compatibility

- User friendliness

- Much more

6

5 min

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6 - AOB

All

| For Discussion