

# Adamjee School 80

June 1, 2003

Dear Members:

I would like to inform you that, the 1st meeting of the Convening Committee, Adamjee School 80, will be held at 6:00 pm on Thursday, June 26, 2003 to discuss the following agenda:

## **AGENDA**

01. To discuss and finalize the web page development work.
02. To discuss about preparing the draft constitution.
03. To discuss about family get together.
04. Miscellaneous.

## **Meeting Time: 6:00 pm to 8:00 pm**

**Venue :** Prisma Digital Limited  
Safura Tower (3rd floor)  
20, Kemal Ataturk Avenue  
Dhaka 1213.

**Tel:**

All the members of the convening committee are requested to attend the meeting on time.

**M. Shafiqur Rahman**  
Convener

## **Distribution**

- 01.** All members, Convening Committee, Adamjee School 80.
- 02.** Mr. M. Emamul Haque – requested to attend the meeting.

## Minutes of the Meeting

The 1<sup>st</sup> meeting of the Convening Committee, Adamjee School 80, was held on June 28, 2003 at the conference room of Prisma Digital Limited, Safura Tower (3<sup>rd</sup> floor), 20 Kemal Ataturk Avenue, Dhaka 1213. The meeting started at 8 p.m.

Following convening committee members attended the meeting:

Mr. M. Shafiqur Rahman	-	Convener
Mr. M. Shawkat Husain	-	Member
Mr. Ashrafuzzaman	-	Member
Mr. Saber Sharif	-	Member
Mr. Shabbir Ahmad	-	Member
Mr. Anisuzzaman Khan	-	Member
Mr. Asif Muhammad Sami	-	Member
Mr. Kazi Javed Islam	-	Member

Mr. M. Emamul Haque and Mr. Akhteruzzaman Khan were invited by the convener to attend the meeting.

The meeting was presided over by Mr. M. Shafiqur Rahman, Convener, Convening Committee. Following are the details of the discussion:

- 01.** The Convener put forward the agenda as mentioned in the letter dated June 01, 2003. The agenda are as follows:

- √ **To discuss and finalize the web page development work.**
- √ **To discuss about preparing the draft constitution.**
- √ **To discuss about family get-together.**
- √ **Miscellaneous.**

- 02.** It was agreed and decided to form a five member sub-committee headed by Mr. M. Shawkat Husain to work out and submit a report elaborating details on web site development on the next convening committee meeting to be held on August 14, 2003 for review. Other members of the committee are:

Mr. Ashrafuzzaman	-	Member
Mr. Sadr Aldeen	-	Member
Mr. Asif Muhammad Sami	-	Member
Mr. M. Emamul Haque	-	Member

- 03.** The members also felt that for smooth and systematic operation of the association a constitution or a legal entity is very much required/essential. It was decided to form a five member sub-committee headed by the Convener, Mr. M. Shafiqur Rahman to work out and submit a draft constitution of the association on the next convening committee meeting to be held on August 14, 2003 for review. Other members of the committee are:

Mr. Ashrafuzzaman	-	Member
Mr. Md. Anowar Hossain	-	Member
Mr. Akhteruzzaman Khan	-	Member
Mr. M. Emamul Haque	-	Member

- 04.** The committee members also decided to organize a family get-together. The necessity was felt when some friends complained and showed their dissatisfaction as they are not enjoying the get-together as they have left half of their heart at home. Keeping this in view it was decided that a family get-together will be held on December 25, 2003. The Convener requested all the members to find out a suitable place along with expenses so that some decision can be made in this matter on the next meeting.
- 05.** It was also suggested to arrange suitable program 4 (four) times a year apart from the family get-together. This will keep all the friends and their family members in constant touch. All friends will be notified in advance in this regard. The committee decided to invite any members of the organization to assist/advise the Convening Committee as and when required/needed.
- 06.** The committee members requested Mr. Shabbir Ahmad to act as treasurer and keep all the accounts for the functioning of the organization. The Convener put forward the accounts statement incurred for the get-together. The account was approved by the committee and handed over to Mr. Shabbir Ahmad.
- 07.** The committee members decided to meet again on Thursday, August 14, 2003 to review the progress of the works/assignments given to the two sub-committee. Mr. Asif Muhammad Sami expressed his willingness and proposed his office as the next meeting venue. Letter/Notice for the next meeting will be issued in due course mentioning the venue address and time.
- 08.** The Convener requested Mr. Ashrafuzzaman to read out the matters discussed and decision taken by the committee.
- 09.** All the committee members thanked Mr. M. Shawkat Husain for heartiest hospitality by allowing to hold meeting at his well furnished conference room which was followed by a nice dinner.

In absence of any other matters to discuss the meeting was adjourned at 10 p.m. Members present expressed their gratitude and gave special thanks to the Convener, Mr. M. Shafiqur Rahman for his contribution and relentless efforts to organize the get-together of *Adamjee School 80*.