

## Minutes of the Meeting

The 5<sup>th</sup> meeting of the Convening Committee, Adamjee School 80, was held on January 24, 2004 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 7:30 p.m.

Following convening committee members attended the meeting:

Mr. M. Shafiqur Rahman	-	Convener
Mr. Naveed Ahmad	-	Member
Mr. Sadr Aldeen	-	Member
Mr. Kazi Javed Islam	-	Member
Mr. Asif Muhammad Sami	-	Member
Mr. D. S. Zulfikar Hyder	-	Member
Mr. M. Shawkat Husain	-	Member
Mr. M. Emamul Haque		
Mr. Ashfaquul Hakim		

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 January 17, 2004. The agenda are as follows:

- √ **To finalize the arrangements for the get-together**
- √ **Launching of web page**
- √ **Payment of subscription for the web page**
- √ **Miscellaneous**

02. The Convener requested Mr. M. Emamul Haque to brief the committee in details about the arrangements and financial involvements for holding the family get-together at Bangladesh Public Administration Training Center (BAPTC), Savar. Mr. Haque informed the committee about the facilities of BPATC, food menu along with cost and other related issues. The Committee reviewed all the aspects of holding the family get-together at BPATC and decided to hold the program on Friday, February 20, 2004 and fixed Tk.200.00 (Taka Two hundred) only as subscription for each person. Apart from the subscription fee, each will be approached with a request to extend financial assistance whatever amount he can afford to overcome the shortfall. As we have to confirm the number of participants at BPATC by Saturday, February 7, 2004 to complete the official formalities, it was decided that all would be requested to register by Thursday, February 5, 2004. The committee agreed to select three registration points (offices of Prisma Digital, Coral International and Quality Institute of America) to facilitate the registration of the participants.

The Committee also decided that participants would be requested to arrange their own transport and meet at a common place (to be informed later) from where all will proceed together to BPATC, Savar.

- 03.** The Convener also informed the committee that the long desired web page had been launched and by logging at [www.adamjee80.org](http://www.adamjee80.org) he showed the web site to the attending members. He also informed that as agreed at the 3<sup>rd</sup> meeting out of the total payment for the development, hosting and domain works an amount of Tk.2,500.00 (Taka Two thousand five hundred) only had been paid as advance to Eusufzai Communication, and an amount of Tk.1,500.00 (Taka One thousand five hundred) only yet remained outstanding, which is to be paid soon. The Convener requested the members to contribute their portion so that the outstanding balance can be paid.
- 04.** The Convener reminded the members about the decision taken at the 4<sup>th</sup> meeting regarding introducing a system of paying Tk.100.00 (Taka One hundred) only as subscription charge to meet up the expenses incurred during the convening committee meetings. The Convener requested the members present to contribute their respective amounts. Six members paid their subscription at the meeting.
- 05.** The Committee decided to meet again on Saturday, February 7, 2004 to review the progress of the overall arrangements for the family get-together at Savar. Notice for the next meeting will be issued in due course mentioning the venue and time.
- 06.** All the committee members thanked Mr. M. Shawkat Husain for the heartiest hospitality for holding the meeting at his well-furnished conference room.

In absence of any other matter to discuss the meeting was adjourned at 9:30 p.m. with a vote of thanks to the chair.