

Directors Meeting Minutes.

Directors:

Hannes Gouws
Dewald Potgieter
Diane Garcia
Don Garcia

Date: 15 December 2022

INTRODUCTION:

Welcome to the directors meeting for **BLACKHOUND** and **G-SQUARED**.

The goal for these meetings are to discuss management details, staff, projects and the on-going process of how our two companies will work together and eventually be part of the same entity.

Attendance:

- Hannes Gouws - Blackhound
- Dewald Potgieter - Blackhound
- Diane Garcia – G-Squared
- Don Garcia – G-Squared

TOPICS OF DISCUSSION:

1. Goal for the transition.
2. Business names and entities.
3. Meetings.
4. Workflow and efficiency.

1. Goal for the transition:

We discussed that starting 2023, Blackhound and G-Squared will be working towards a 2-year goal to become one entity, as Diane Garcia wants to take on less managing responsibility in the business and where Blackhound will be taking on more of the managerial and overseeing of staff responsibilities.

By the end of the 2-year plan Diane will formally be part of the directorship of Blackhound Architecture and Rendering and that her architectural staff will work under Blackhound Architecture and Rendering.

2. Business names and entities:

It was discussed that **G-Squared** architectural department will form part of **Blackhound Architecture and Rendering**, and the engineering will be trading as **G-Squared Consulting Engineers**.

- Blackhound Architecture and Rendering will then consist of;
 - Hannes Gouws – Director
 - Dewald Potgieter – Director
 - Diane Garcia – Director
- G-Squared Consulting Engineers will then consist of;
 - Don Garcia – Director
 - Francois Garcia

3. Meetings:

- Starting 2023 there will be weekly Monday morning team meetings where Blackhound will join G-Squared and staff to discuss projects and clients, projects can then be divided and allocated with a team leader and a drafts member.
- It was agreed that Blackhound will be scheduling weekly visits to G-Squared to attend to any questions and meetings required for projects. The specific days will be discussed and scheduled in advance.
- There will be a directors meeting scheduled every 2 weeks. This will be discussed and scheduled in advance at the directors meeting.

4. Workflow and efficiency:

It was discussed that the free online application “Trello” will be investigated to manage workflow of projects and staff members. Here regular updates and checklists can be monitored and attended to efficiently.

This will be discussed at our next directors meeting.

NEXT MEETING AND TOPICS:

Next directors meeting: Monday, 9 JANUARY 2023.

Starting topics to discuss:

- Directors roles
- Fee structures
- Client audit
- Project scope