



MALYSIAN INSTITUTE OF MANAGEMENT

(Company No.: 22978-D)

MONDAY ASSEMBLY 02/2014

Date : 7th April 2014 (Monday)
 Time : 9.00 am – 10.30 am
 Venue : Renong II, Malaysian Institute of Management

Present:

<u>No</u>	<u>Name</u>	<u>Designation / Department</u>	<u>Attendance</u>
1.	All MIM Staff	All Departments	2/2

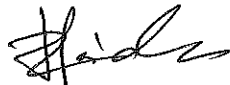
Absent with Apologies:

<u>No</u>	<u>Name</u>	<u>Designation / Department</u>	<u>Attendance</u>
1.	n/a	n/a	n/a

<u>No</u>	<u>Minutes</u>	<u>Action by</u>	<u>Deliverable Date / Deadline</u>
1	<p>Opening Remarks by Fahmi</p> <p>1.1 Fahmi had welcomed and thanked everyone for their punctuality and attendance.</p> <p>1.2 Fahmi has updated a few matters during the assembly:-</p> <p>a) Staff resignation: Danny Chan, AGM – MOR/ Marketing (last day on 4th April 2014)</p> <p>b) New staff – Kabenesh Eliathamby (Project Manager, MOR) report duty on 1st April 2014</p>	<i>For info</i>	<i>NAR</i>
2.	<p>Ice Breaking Session : Mohamad Fahmi</p> <p>2.1 Fahmi has shared with others about his family background, education and work experience.</p>		
3.	<p>Updates by Laura</p> <p>3.1 Laura has briefed to all present on the following:-</p> <p>a) There's an improvement on staff attendance/punctuality. And, pertaining to issue of absenteeism, HODs need to take charge on this matter.</p> <p>b) The importance of three (3) quotations before a purchase requisition is created (except for LCR-Trainings)</p> <p>c) To be careful when signing any documents/agreements that will create an obligation for MIM. All documents need to be scrutinized and proposal put it before a</p>	<i>For info</i>	<i>For info</i>

	<p>signature with a chop placed. Proper process with HOD and always with Finance is required.</p> <p>3.2 Laura also has thanked all staff who has signed and submitted the NDA and PDPA to HCD. Those who yet to submit it, they are required to do so as soon as possible.</p> <p>3.3 Laura has informed that during CEO absence (attending AAMO Meeting), staff may refer to her on any urgent matters that require immediate attention and action.</p>		
4.	<p>Other Matters</p> <p>4.1 No other matters were discussed during the assembly</p>	<i>For info</i>	<i>NAR</i>
5.	<p>Closing Remarks</p> <p>Fahmi thanked all MIM staff for their attendance and cooperation. The Assembly adjourned at 9.45 am. The next Monday Assembly will be held on Monday, 14th April 2014 at 9.00 am.</p>	<i>For info</i>	<i>NAR</i>

PREPARED BY:



Nor Ruhaida Haron
PA / Secretary to CEO
Date: 7th April 2014

APPROVED BY:



Mr. Sivanganam Rajaretnan
Chief Executive Officer
Date: 7th April 2014