



MALAYSIAN INSTITUTE OF MANAGEMENT

(Company No.: 22978-D)

MONDAY ASSEMBLY 03/2014

Date : 14th April 2014 (Monday)
 Time : 9.00 am – 10.30 am
 Venue : Board Room, Malaysian Institute of Management

Present:

<u>No</u>	<u>Name</u>	<u>Designation / Department</u>	<u>Attendance</u>
1.	All MIM Staff	All Departments	3/3

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 annual leave / MC / EL status as at Monday, 14th April 2014</p> <p>b) Doa recitation for Linda's mother who underwent operation due to colon cancer</p>	<i>For info</i>	<i>For info</i>
2.	<p>Ice Breaking Session : Nor Azura Rashid</p> <p>2.1 Azura has shared with others about her family background, education and working experience.</p>	<i>For info</i>	<i>For info</i>
3.	<p>Updates by CEO</p> <p>3.1 CEO has shared some information pertaining to AAMO Meeting held on 7th April 2014 in Canberra, Australia.</p> <p>3.2 CEO also has given a presentation on a topic of "How to Manage Your Boss". This topic is valuable to all staff in order to adapt and manage your day-to-day communication with superior.</p>	<i>For info</i>	<i>For info</i>
4.	<p>Other Matters</p> <p>4.1 Fahmi has mentioned that 5s Team has place "staff movement" signage board in every partition / rooms.</p>	<i>For info</i>	<i>For info</i>

	Therefore, staff is encouraged to use it in order to indicate their daily movements.		
5.	Closing Remarks Fahmi thanked all MIM staff for their attendance and cooperation. The Assembly adjourned at 10.00 am. The next Monday Assembly will be held on Monday, 21 st April 2014 at 9.00 am.	<i>For info</i>	<i>For info</i>

PREPARED BY:



Nor Ruhaida Haron
PA / Secretary to CEO
Date: 14th April 2014

APPROVED BY:



Mr. Sivanganam Rajaretnan
Chief Executive Officer
Date: 14th April 2014