



# MALYSIAN INSTITUTE OF MANAGEMENT

(Company No.: 22978-D)

## MONDAY ASSEMBLY 04/2014

Date : 21<sup>st</sup> 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	4/4

### 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><b>Opening Remarks by Fahmi</b></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, 21<sup>st</sup> April 2014</p> <p>b) Staff are required to take MC from MIM panel clinics i.e. Qualitas, Poliklinik Cahaya and Klinik Ludher. Other than these clinics may subject to HCD approval and will be based on emergency case basis.</p> <p>1.3 CEO has requested Fahmi to do further report on the above and present the details on the medical leave procedure, panel clinics and emergency case basis on next assembly (support with evidence from other industrial practice).</p>	<p><i>For info</i></p> <p><i>Fahmi</i></p>	<p><i>For info</i></p> <p>28/4/2014</p>
2.	<p><b>Presentation by Oziel: Meeting Room Booking System</b></p> <p>2.1 Oziel has presented details procedure on how to book a meeting room online (web-based).</p> <p>2.2 Admin Department will be responsible to approve the meeting room request followed by Fizah (CRM)</p> <p>2.3 There are a few suggestions from Rozaidi i.e. to include also details checklist for meeting room booking such as; the</p>	<p><i>For info</i></p>	<p><i>For info</i></p>

	refreshments required, no. of pax, seating arrangement, etc. 2.4 Further enhancement on the system will be discussed in separate meeting (if necessary).		
3.	<b>Ice Breaking Session : Rozaidi Baharudin</b> 3.1 Rozaidi has shared with others about his family background, education, work experience and his hobbies. 3.2 Rozaidi has shared one of the commercial video project that he has involved during his attachment with Petronas (Petronas Commercial Advertisement for Hari Raya Aidilfitri)	<i>For info</i>	<i>For info</i>
4.	<b>Updates by CEO</b> 4.1 CEO has informed that GC Meeting will be held on Wednesday, 23/4/2014. 4.2 CEO also has mentioned matters pertaining to the implementation of Kaizen System i.e. Continuous Improvement System. 4.3 CEO wants Fahmi to continuously improve and maintain the 5s System and always look forward for area that require improvements.	<i>For info</i>	<i>For info</i>
5.	<b>Other Matters</b> 5.1 Presentation of hamper for staff's newborn babies:- a) Alizah Yusof – baby girl b) Zamri Mohamad – baby boy	<i>For info</i>	<i>For info</i>
6.	<b>Closing Remarks</b> 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, 28 <sup>th</sup> April 2014 at 9.00 am.	<i>For info</i>	<i>For info</i>

**PREPARED BY:**



**Nor Ruhaida Haron**  
PA / Secretary to CEO  
Date: 21<sup>st</sup> April 2014

**APPROVED BY:**



**Mr. Sivanganam Rajaretnan**  
Chief Executive Officer  
Date: 21<sup>st</sup> April 2014