



MALAYSIAN INSTITUTE OF MANAGEMENT

(Company No.: 22978-D)

MONDAY ASSEMBLY 05/2014

Date : 28th April 2014 (Monday)
 Time : 9.00 am – 10.00 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	5/5

Absent with Apologies:

<u>No</u>	<u>Name</u>	<u>Designation / Department</u>	<u>Attendance</u>
1.	Rosnita (AL)	CMRE	
2.	Nurameelina (AL)	BPD	
3.	Debbie (MC)	BPD	

<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 welcomed and thanked everyone for their punctuality and attendance.</p> <p>1.2 Fahmi updated on :-</p> <p>a) Staff AL / MC / EL status as at Monday, 28th April 2014</p> <p>b) Staff who came in late due to transport problem (Cheong Pei Nee - car tyre punctured and Rosmini - motorcycle breakdown).</p>	<i>For info</i>	
2.	<p>Presentation by Oziel and Rozaidi : Event Management System (EMS)</p> <p>2.1 PIC can update event in EMS by using URL link. Marketing team will teach all staff on how to use the system and this system will be facilitate to MIM staff only.</p> <p>2.2 EMS contains menu of Event Management, Room Booking, Finance and Admin Form, Trainer's Profile and SRC activities.</p>	<i>Rozaidi</i>	
3.	<p>Presentation by Jamalullail : Printer Usage (Ricoh)</p> <p>3.1 Printer usage by department for year 2013 and first quarter for 2014.</p> <p>3.2 Highlighted an issue of how important to make specific</p>	<i>For info</i> <i>All staff</i>	

	<p>selection of page to avoid extra colour printing charges.</p> <p>3.3 CEO highlighted to discuss further, and Jamal need to come out with a solution how to reduce cost of printing.</p> <p>3.4 Jamal to list up all staff concern name and blast an email to all staff to their awareness.</p>	<p><i>Jamal</i></p> <p><i>Jamal</i></p>	
4.	<p>Ice Breaking Session : Armiza</p> <p>4.1 Armiza had shared with all staff of her hobby by listening to all kind of songs.</p> <p>4.2 Armiza had gave her farewell speech and said thank you to MIM by giving her an opportunities to worked in this company .</p> <p>4.3 Fahmi & CEO thanked Armiza for her contribution in MIM and wish her success in future.</p>	<p><i>For info</i></p>	
5.	<p>Updates by CEO : Mr Siva</p> <p>5.1 CEO had informed that Fahmi' already gave him the material and draft policy on MC from Panel Clinic/Non Panel Clinic and Emergency Leave.</p> <p>5.2 To put on hold this policy for presentation and this policy will include together in revise Employee Handbook.</p> <p>5.3 CEO is in process to improve MIM in term of operations. According to CEO good company should have a good system in place.</p> <p>5.4 Restructuring will be complete soon and will be announce to staff within May 2014.</p>	<p><i>For info</i></p>	
6.	<p>Others matters</p> <p>6.1 Fahmi highlighted to staff to familiar with the new EMS system. This will beneficial them in term of information and easy to retrieve HCD/Finance Form via EMS.</p>	<p><i>For info</i></p>	
7.	<p>Closing Remarks</p> <p>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, 12th May 2014 at 9.00 am.</p>	<p><i>For info</i></p>	

PREPARED BY:



Fahmi Belal
MCD Manager
Date : 09th May 2014

APPROVED BY:



Laura Selvi
Financial Controller
Date : 09th May 2014