



MALAYSIAN INSTITUTE OF MANAGEMENT

(Company No.: 22978-D)

MONDAY ASSEMBLY 06/2014

Date : 19th May 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 | 6/6 |

Absent with Apologies:

| <u>No</u> | <u>Name</u> | <u>Designation / Department</u> | <u>Attendance</u> |
|-----------|------------------------|---------------------------------|-------------------|
| 1. | Iqtiaf (MC) | Finance and Admin | |
| 2. | Farah (ML) | Finance and Admin | |
| 3. | Nurleen (Opening Prog) | In House | |
| 4. | Lawrence (EL) | MOR & CMRE | |
| 5. | Barry (EL) | KAS Event | |

| <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 staff who are on leave for this week</p> | <i>For info</i> | |
| 2. | <p>Ice Breaking Session : Claire</p> <p>2.1 Claire shared on her family background and working experience.</p> | <i>For info</i> | |
| 3. | <p>Updates by CEO : Mr Siva</p> <p>3.1 Video presentation – ‘CAN DO’ attitude</p> <p>3.2 Lateness – management won’t tolerate on this matter.</p> <p>3.3 New mileage claims rate with effective 01st June 2014. Rate : 0.80 cents (car) and 0.50 cents (motorcycle). HCD Dept will issue email to all staff.</p> <p>3.4 Staff claims will be process twice a month (15th and 30/31st for the current months). Submission before 10th and 25th respectively.</p> <p>3.5 Sales Commission – still open for discussion. Encourage sales team to approach management on this before finalising.</p> | | |

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| 4. | Closing Remarks Fahmi thanked all MIM staff for their attendance and cooperation. The Assembly adjourned at 10.16am. The next Monday Assembly will be held on Monday, 02 nd June 2014 at 9.00 am. | <i>For info</i> | |
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PREPARED BY:



Fahmi Belal
H/D Manager
Date : 03rd June 2014

APPROVED BY:



Laura Selvi
Financial Controller
Date : 03rd June 2014