



MALYSIAN INSTITUTE OF MANAGEMENT

(Company No.: 22978-D)

MONDAY ASSEMBLY 07/2014

Date : 26th 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	7/7

Absent with Apologies:

<u>No</u>	<u>Name</u>	<u>Designation / Department</u>	<u>Attendance</u>
1.	Sivanganam (0.5D AL)	CEO's Office	
2.	Rone (AL)	ITC	
3.	Oziel (AL)	ITC	
4.	Farah (ML)	Finance and Admin	
5.	Shamsul (AL)	HCD	
6.	Eriyani (AL)	HCD	
7.	Kabenesh (EL)	MOR & MKTG	
8.	Faridah (AL)	PP	
9.	Rosmini (MC)	PEP	

<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>Presentation by Fahmi on ESS system :</p> <p>2.1 Fahmi presented to staff on Employee Self Service.</p> <p>2.2 ESS is a system for leave application and monitoring.</p> <p>2.3 ESS trial wef 1st June to 30th June 2014. Plan to go live by 01st July 2014 depends on system stability.</p>	<i>Rozaidi</i>	
3.	<p>Ice Breaking Session : Debbie</p> <p>3.1 Debbie shared on her family and working experience.</p>	<i>For info</i>	
4.	<p>Introduction of New Staff : Nursyafiqah</p> <p>3.2 Kabenesh has introduced Nursyafiqah to MIM staff. Syafiqah will undergo her practical period in MIM attached to MOR department.</p>	<i>For info</i>	

5.	Updates by CEO/AGM : 5.1 No updates	<i>For info</i>	
6.	Closing Remarks Fahmi thanked all MIM staff for their attendance and cooperation. The Assembly adjourned at 9.42am. The next Monday Assembly will be held on Monday, 02 nd June 2014 at 9.00 am.	<i>For info</i>	

PREPARED BY:



Fahmi Belal
 HCD Manager
 Date : 03rd June 2014

APPROVED BY:



Laura Selvi
 Financial Controller
 Date : 03rd June 2014