



MALAYSIAN INSTITUTE OF MANAGEMENT

(Company No.: 22978-D)

MONDAY ASSEMBLY 08/2014

Date : 02nd June 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	8/8

Absent with Apologies:

<u>No</u>	<u>Name</u>	<u>Designation / Department</u>	<u>Attendance</u>
1.	Oziel (AL)	ITC	
2.	Jamalullail (AL)	ITC	
3.	Farah (ML)	Finance and Admin	
4.	Shamsul (AL)	HCD	
5.	Eriyani (AL)	HCD	
6.	Salinah (AL)	LCR	
7.	Nurleen (AL)	In-House (GLC)	
8.	Faizal (AL)	In-House	
9.	Anna Rozana (AL)	PMTLC	
10.	Rosmini (AL)	PEP	
11.	Ruhaida (MC)	CEO's Office	
12.	Widawati (EL)	PMTLC	
13.	Ramesh (EL)	MOR	

<u>No</u>	<u>Minutes</u>	<u>Action by</u>	<u>Deliverable Date / Deadline</u>
1	Opening Remarks by Fahmi 1.1 Fahmi welcomed and thanked everyone for their punctuality and attendance. 1.2 Fahmi updated staff who are on leave for this week 1.3 Fahmi has introduced new staff Sarah.	<i>For info</i>	
2.	Briefing by Barry for Dinner Party on 09th June 2014 : 2.1 Barry updated on restaurant location, Dinner Theme for this year and prize.	<i>Rozaidi</i>	
3.	Ice Breaking Session : Amy 3.1 Amy shared on her family and working experience.	<i>For info</i>	

4.	<p>Updates by CEO : Mr Siva</p> <p>4.1 CEO thanked those staff who involved in preparation and present during AGM.</p> <p>4.2 All staff need to support Sales and Membership team to increase Sales and Membership.</p> <p>4.3 ITC staff need to be proactive to maintain MIM's IT gadgets in good condition (ref : Admin laptop for this morning presentation failed to display Barry's presentation slide).</p> <p>4.4 Staff needs to inform superior in case they don't turn up for work.</p>	<i>For info</i>	
	<p>4.5 Emergency Leave was classified as an Absent Without Leave (AWOL) in HR term.</p> <p>4.6 Staff need to go extra miles and put an extra effort to improve MIM's work process and increase sales.</p> <p>4.7 MIM's staff especially senior staff needs to be more careful in sharing their thought about MIM especially with Board Members (ie : Tun Hanif).</p> <p>4.8 MIM's Handbook will be ready soon and distribute to staff accordingly.</p>	<i>For info</i>	
5.	<p>Closing Remarks</p> <p>Fahmi thanked all MIM staff for their attendance and cooperation. The Assembly adjourned at 9.41am. The next Monday Assembly will be held on Monday, 09th June 2014 at 9.00 am.</p>	<i>For info</i>	

PREPARED BY:


Fahmi Belai
HCD Manager
Date : 03rd June 2014

APPROVED BY:


Laura Selvi
Financial Controller
Date : 03rd June 2014