



MALAYSIAN INSTITUTE OF MANAGEMENT

(Company No.: 22978-D)

MONDAY ASSEMBLY 10/2014

Date : 16th 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	10/10

Absent with Apologies:

<u>No</u>	<u>Name</u>	<u>Designation / Department</u>	<u>Attendance</u>
1.	Debbie (AL)	BPD	
2.	Widawati (UPL)	PMTLC	
3.	Nurleen	Opening Program	
4.	Adzmel	Opening Program	
5.	Faizal	Opening Program	

<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 on staff who are on leave for this week.	<i>For info</i>	
2.	Presentation by Fahmi on Pantry Rules : 2.1 Fahmi briefed staff on Pantry Rules. 2.2 Encourage staff to observe Pantry Rules in order to keep the pantry clean, tidy and safe. 2.3 Shared some photo and tips in order to keep pantry clean and safe.	<i>Fahmi</i>	
3.	Ice Breaking Session : Penny 3.1 Penny shared on her family and working experience.	<i>For info</i>	
4.	Updates by CEO : Mr Siva 4.1 Announced that MIM will organize an event called "Social Capital: Leading In A Networked World" on 13 th & 14 th October 2014. 4.2 CEO has reminded all staff to increase sales and membership and support Sales and Membership team. 4.3 CEO has updated that management has schedule compulsory training for staff development and part of re-	<i>For info</i>	

	branding process. Management will advise the date / time for this training later. 4.4. CEO also encouraged staff to attend Saturday Encounters as part of their personal development. Half day leave will be granted to staff who participate the Saturday Encounters wef from 22 nd June 2014.		
5.	Closing Remarks 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, 23 rd June 2014 at 9.00 am.	<i>For info</i>	
6.	Others matters : 6.1 Barry informed details on the SRC bowling tournament which will be held on Sat, 21/6/2013 2.30pm at Wangsa Walk. 6.2 Registration form need to be submitted latest by 17 th June 2014 to Oziel / Mior.	<i>For info</i>	

PREPARED BY:


Fahmi Belal
 H/D Manager
 Date : 20th June 2014

APPROVED BY:


Laura Selvi
 Financial Controller
 Date : 20th June 2014