



MALAYSIAN INSTITUTE OF MANAGEMENT

(Company No.: 22978-D)

MONDAY ASSEMBLY 11/2014

Date : 23rd 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	5/5

Absent with Apologies:

<u>No</u>	<u>Name</u>	<u>Designation / Department</u>	<u>Attendance</u>
1.	Jamalullail (RL h/day am)	ITC	Opening (Majestic Hotel) TNA Training TNA Training TNA Training Sent Note (Berjaya Times Square) Cyberview
2.	Iqtiaf (MC)	LCR	
3.	Izzaty (MC)	MOR	
4.	Nisha (MC)	MOR	
5.	Widawati (MC h/day am)	PMTLC	
6.	Aniza (MC)	PP	
7.	Claire	LCR	
8.	Adzmel	IH, GLC's	
9.	Faizal	IH	
10.	Nurleen	GLC's	
11.	Zamri	IH	
12.	Mior	GLC's	

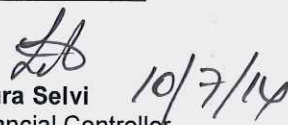
<u>No</u>	<u>Minutes</u>	<u>Action by</u>	<u>Deliverable Date / Deadline</u>
1	Opening Remarks by Fahmi 1.1 Fahmi welcomed and thanked everyone for their punctuality and attendance. 1.2 Fahmi has updated a few matters during the assembly:- a) Staff AL / MC / EL status as at Monday, 23 rd June 2014	<i>For info</i>	
2	Presentation by Fahmi : Mails for Urgent Postage 2.1 Fahmi has updated on Mails for Urgent Postage as belows : a) For Urgent Mails Postage staffs need to liaise with Mahesh (Finance). b) PIC to ensure Urgent Mails together with stamp (which can be obtained from Mahesh) to submit to Finance before 9.30am on the despatch date.	<i>All Staff</i>	

	<p>c) Despatch date are scheduled on Mon, Wed and Friday.</p> <p>2.2 Fahmi also updated that MIM was still using franking for Bulk Mailing (ie: MOR Annual Subscription Letters). For information Bulk Mailing minimum postage is 100 pieces per postage.</p>		
3.	<p>Presentation by Shamsul : Last Person Out of Office</p> <p>3.1 Last Person Out of Office need to ensure all exit doors are locked especially the back door.</p> <p>3.2 CEO instructed Admin to install Lock at the back door to ensure last person to be more alert to lock the back door before they left the office.</p> <p>3.3 Last Person out also need to ensure all other electrical items are switched off (i.e. : PC/lights etc..). Please refer S&H checklist pasted at front and back door).</p>	<p><i>All Staff</i></p> <p><i>Admin</i></p> <p><i>All Staff</i></p>	
4.1	<p>Briefing by Barry : Bowling Tournament</p> <p>4.1 Barry thanked all staffs who attended SRC Bowling Tournament last Saturday, 21st June 2014.</p>	<p><i>For info</i></p>	
5	<p>Ice Breaking Session : Lawrence</p> <p>5.1 Lawrence shared on his family and working experience.</p>	<p><i>For info</i></p>	
6.	<p>Updates by CEO : Mr Siva</p> <p>6.1 CEO presented Birthday Gifts to staffs whose birthday fell between Jan to June 2014 and asked that in future to present the gift on the same Birth Date if possible.HCD need to handover the birthday gift incase CEO is not available.</p> <p>6.2 CEO briefed on 2nd Phase of Organization Chart. Please refer to 2nd Phase Org Chart emailed to staff on 21st June 2014)</p> <p>6.3 CEO reminded all staff to be more focused in order to increase revenue.</p> <p>6.4 CEO reminded all staff to attend training this Wednesday on 25/6/2014 title 'Taking Us To The Next Process'. This training is part of MIM's Rebranding Process.</p>	<p><i>For info</i></p>	
7.	<p>Closing Remarks</p> <p>Fahmi thanked all MIM staffs for their attendance and cooperation. The Assembly adjourned at 9.49 am. The next Monday Assembly will be held on Monday, 30th June 2014 at 9.00 am.</p>	<p><i>For info</i></p>	

PREPARED BY:


Fahmi Belal
HCD Manager

APPROVED BY:


Laura Selvi
Financial Controller