



MALYSIAN INSTITUTE OF MANAGEMENT

(Company No.: 22978-D)

MONDAY ASSEMBLY 12/2014

Date : 30rd 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.	Mr Siva, CEO (late in)	CEO Office	
2.	Faridah (AL)	PP	
3.	Rosmini (AWOL)	PEP	
4.	Hasrol (AWOL h/day am)	MOR	
5.	Izzaty (AWOL h/day am)	MOR	
6.	Nur Amaleena (MC)	BPD	
7.	Barry (MC)	KAS Event	
8.	Salinah (MC)	LCR	
9.	Tayaalan (late in)	Fin & Admin	

<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, 30 th June 2014 b) Fahmi reminded to all staff to attend for Handbook Briefing session on 01 st July, 11.00am at Board Room.	<i>For info</i> <i>For info</i>	
2.	Ice Breaking Session : Adzmel 2.1 Adzmel presented on fasting from the perspective of science and its health benefit	<i>For info</i>	
3.	Presentation by CEO : Mr. Siva		
4	Closing Remarks The Assembly adjourned at 9.24 am. The next Monday Assembly will be held on Monday, 07 th July 2014 at 9.00 am.	<i>For info</i>	

PREPARED BY:

Fahmi Belal
HCD Manager
Date : 6/7/2014

APPROVED BY:

Laura Selvi
Financial Controller
Date : 07th July 2014