



# MALYSIAN INSTITUTE OF MANAGEMENT

(Company No.: 22978-D)

## MONDAY ASSEMBLY 14/2014

Date : 21<sup>st</sup> July 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	14/14

### Absent with Apologies:

<u>No</u>	<u>Name</u>	<u>Department</u>	<u>Attendance</u>
1.	Barry (AL)	KAS Event/Web Content	
2.	Jamalullai (AL)	ITC	
3.	Farah (AL)	IH & GLC	
4.	Kunthavi (AL)	LCR	
5.	Debbie (MC)	Finance & Admin	

<u>No</u>	<u>Minutes</u>	<u>Action by</u>	<u>Deliverable Date / Deadline</u>
1	<p><b>Opening Remarks by Fahmi</b></p> <p>1.1 Fahmi welcomed and thanked everyone for their punctuality and attendance.</p> <p>1.2 Fahmi has updated a few matter during the assembly:-            a) Staff attendance status as at Monday, 21<sup>st</sup> July 2014</p>	<i>For info</i>	
2.	<p><b>HR Updates : Fahmi</b></p> <p>2.1 5S - Leftover food. Fahmi showed photo on leftover food thrown into pantry's dustbin and left over the weekend. Informed staff to be more responsible to wrap the leftover food with tissue/plastic before throw into dustbin in future.</p> <p>2.2 Change of Working Hours for Ramadhan from 9.00am to 8.00am. Fahmi reminded concern staff to abide with the schedule otherwise to stick with old schedule at 9.00am.</p> <p>2.3 Fahmi shared staff Leave Schedule for Hari Raya holidays.</p>	<p><i>All staff</i></p> <p><i>Concern staff</i></p>	
3.	<p><b>Ice Breaking Session : Anna</b></p> <p>3.1 Anna shared information on her addicted to ice and some medical information about this.</p>	<i>Anna</i>	

4.	<b>Farewell Speech : Shamsul</b>  4.1 Shamsul delivered farewell speech and thanked MIM and all staffs for their cooperation showed during his employment in MIM.	<i>Shamsul</i>	
5.	<b>Presentation by CEO : Mr. Siva</b>  5.1 CEO thanked Shamsul for his contribution while working in MIM.  5.2 CEO instructed Fahmi to emailed staff Time Attendance (TMS) to all HODs and urge all HODs to monitor their subordinate discipline especially on lateness issue.  5.3 Monday assembly will be alternated with Management Meeting by weekly. Therefore Monday Assembly will be on forth nightly basis and Management Meeting will be commence with effective this Thursday.  5.4 CEO showed 2013 Sales Achievement as at 31 <sup>st</sup> July. The Sales performance is below target.  5.5 CEO instructed Sales Staff to catch up and to double the effort to achieve sales target until end of this year.  5.6 Back end staff need to support to achieve this sales target. For example Finance Staff also can contribute by bringing customer to join MIM membership.  5.7 However CEO mentioned, MIM did well in cost control but unfortunately revenue not coming/generated.  5.8 CEO shared Video Presentation title 'Soaring to NU Height'. In this video , we need to <u>Aim Higher</u> because everyone have their own potential.  5.9 CEO wished Selamat Hari Raya to all Muslims and informed that July salary will be credited to staff's account by tomorrow.	<i>Mr Siva</i>  <i>HOD</i>  <i>For info</i>    <i>Sales staff</i>  <i>All staff</i>	
6.	<b>Closing Remarks</b>  6.1 Fahmi thanked all MIM staff for their attendance and cooperation. The Assembly adjourned at 10.28am. The next Monday Assembly will be held on Monday, 04 <sup>th</sup> August 2014 at 9.00 am.		

**PREPARED BY:**

  
**Fahmi Belal**  
 HCO Manager  
 Date :

**APPROVED BY:**

  
**Laura Selvi**  
 Financial Controller  
 Date :