

		<b>INTERNAL COORDINATION MEETING</b>		
		<b>Venue</b>	<b>Date / Time</b>	<b>MOM Issued by</b>
		Meeting	Tuesday, 31 <sup>th</sup> Aug 2021	Cici Kharisma Rozie
<b>Subject</b>		<b>Daily Meeting IT</b>		
<b>Attendees</b> <ol style="list-style-type: none"> <li>Mustafa Dzul</li> <li>Cici Kharisma Rozie</li> </ol>				
No.	Item Discussion		Info	Due date
1	Revision of Talent Pool User Interface (UI) mock-up design		On Progress	Today
2	Create timesheet approval rules report		On Progress	Today
3	System development Talent Pool:			Wednesday
	a. Create database schema			Thursday
	b. Mock-up design Implementation			Friday
4	Monitoring WHM Console AWS (mail deliverability report)			
5	Check employee mail server storage quota			
6	Update project to GitHub			
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