

MINUTES OF MEETING FOR PROJECT DEVELOPMENT

Minutes of four Committee Meeting of the Committee Members was held on Monday, 19 March 2021 at 10.00 a.m. in the Google Meet

PRESENT:

- Muhammad Fadhil Bin Zuhaimi (Project Director)
- Muhammad Afiq Bin Mohd Nasir (Project Executive)
- Muhammad Diny Iqbal Bin Mohd Dariff (Programmer)
- Zaireeq Emani Zaidillah Bin Mohd Zarul Ihsan Zaidillah (System Analyst)

1. Project Manager Welcome Address

The Project Manager Called the meeting to order at 10.00 am and welcome all the members.

2. Apologies for Absence

No apologies for absence were received at that meeting.

3. Special Business

This meeting will discuss project Human Resource Management

- Organizational Chart

4. Date, Time and Venue of the Next Meeting

It was also decided that the next meeting will be held on 22 March 2021, in the Google Meet. The time would be confirmed by the secretary later.

5.Close

The project manager thanked all the team members for their participation during the meeting session and adjourned the meeting at 12 p.m

Signed by

(Mr. Muhammad Fadhil Bin Zuhaimi)
Project Director

Date

Recorded by

(Mr. Malik Hazim Bin Roslan)

Secretary

Date