

MINUTES OF MEETING FOR PROJECT DEVELOPMENT

Minutes of six Committee Meeting of the Committee Members was held on Tuesday, 31th August 2018 at 9.00 a.m. in the office meeting room.

PRESENT:

- Muhammad Fadhil Bin Zuhaimi (Project Director)
 - Muhammad Afiq Bin Mohd Nasir (Project Executive)
 - Muhammad Diniy Iqbal Bin Mohd Dariff (Programmer)
 - Zaireeq Emani Zaidillah Bin Mohd Zarul Ihsan Zaidillah (System Analyst)
 - Malik Hazim Bin Roslan (Secretary)
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1. Project Manager Welcome Address

The Project Director called the meeting to order at 9.00 a.m. 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 about the project Communication Management

- Communication Management Plan
- Stakeholder Management Strategy
- Stakeholder Communication Analysis
- Media Choice Table
- Monthly/weekly Progress Report
- Milestone Report

4. Date, Time and Venue of the Next Meeting

It was also decided that the next meeting will be held on 3rd September 2018, in the Google Meet. The time would be confirmed by the secretary later.

5. Close

The project director thanked all the team members for their participation during the meeting session and adjourned the meeting at 11 a.m.

Signed by

Date

Mr. Muhammad Fadhil Bin Zuhaimi
Project Director