

MINUTES OF MEETING FOR PROJECT DEVELOPMENT

Minutes of five Committee Meeting of the Committee Members was held on Monday, 19th August 2018 at 11.00 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)
- Malik Hazim Bin Roslan (Secretary)

1. Project Manager Welcome Address

The Project Director called the meeting to order at 11.00 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 about the 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 26th August 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 1 p.m.

Signed by

Date

Mr. Muhammad Fadhil Bin Zuhaimi
Project Director

Recorded by

Date

Mr. Malik Hazim Bin Roslan
Secretary