

## **MINUTES OF MEETING FOR PROJECT DEVELOPMENT**

Minutes of six Committee Meeting of the Committee Members was held on Tuesday, 31<sup>th</sup> 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 3<sup>rd</sup> 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

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Mr. Muhammad Fadhil Bin Zuhaimi  
Project Director