

## Meeting Minutes

Project Name: MVSC	Meeting Type: Online
Date: 23 – May – 2024	Time: 12.00 PM
Venue: Webex	
Absentees:	
Distribution List:	

### Attendance

1. **Nashmi Shah**
2. **Shafiq Aiman**
3. **Muhammad Zulhilmi**
4. **Arvindh Sekharan**
5. **Nurelahajarah Ramly**
6. **Muhamad Hafizi**

### Meeting Agenda

- ☐ MVSC - myTNB - Progress Update and Plan Forward

### Discussion Points

1. Nashmi mentions that the session is to finalize the term for "Ulasan Teknikal."
2. Nashmi mentions that this issue arose because Ghafar suggested changing the term to align with myTNB's standardized English terms.
3. Nashmi mentions that it was proposed to change the term "Ulasan Teknikal" to "Technical Review Summary."
4. Nashmi mentions that however if it is to be changed then, the users, planners and ICPP should be informed of this change.
5. Nashmi noted that the planners do not submit individual document reviews; they send an overall review through "Surat Ulasan Teknikal".
6. Hafizi suggested "Technical Document Review" to differentiate between overall and individual reviews.
7. Nashmi suggested that "Ulasan Teknikal" can be named as "Technical Review". Hafizi agrees. Nashmi reiterated again that "Technical Document Review" will be used for individual documents.
8. Nashmi asked Hafizi how the changes should be communicated to the planner's side.
9. Nashmi mentions that the changes will affect not only myTNB but also ICPP.
10. Hafizi mentioned the letter is in Malay so the changes will not be affecting much.

11. Nashmi said if the term is changed then ICPP must be informed of the changes.
12. Hafizi said the changes can be applied and during the rollout it can be mentioned that “Ulasan Teknikal” is “Technical Review”. Hafizi said the impact on ICPP would be minimal.
13. Nashmi finalized the direction with Hafizi:
  - a. Previously known as “Technical Review” for individual document will be changed to “Technical Document Review”
  - b. “Ulasan Teknikal” in myTNB portal will be changed to “Technical Review”
14. Nashmi said that the changes must be informed to Ghafar. Nurel also suggested clarifying the difference between individual and overall reviews.
15. Nashmi said that he will draft an email to send to Ghafar and the ICPP team.
16. Hafizi mentioned that this must be emailed to Amirul and ICT team, Khairul, Yasin, Najihah, and Rozanah.
17. Nashmi said he is planning to finish the FD by today (23/05/2024) and send it to Ghafar.
18. Nurel enquires that ICPP needed to make some changes and what was it.
19. Hafizi mentioned that it was about the status mapping that needs to be automated.
20. Nurel noted that we planned to complete the ICPP SIT directly, but it is currently on hold due to required changes by the ICPP team.
21. Nurel suggested continuing with other tasks while the ICPP team implements the changes.

S. No	Action items	Assigned to	Due Date	Priority
1.	Change the term “Technical Review” for individual document to “Technical Document Review”	Innotech	NA	NA
2.	Change “Ulasan Teknikal” in myTNB portal to “Technical Review”	Innotech	NA	NA
3.	Send an email regarding the changes to Ghafar, ICPP team and ICT Team, Khairul, Yasin, Najihah and Rozanah.	Innotech	NA	NA

**Previous carried forward Action Items:**

S. No	Action items	Assigned to	Next Due Date	Priority
NA	NA	NA	NA	NA

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Prepared by,

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Acknowledged by,

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