

### Sample of Meeting Agenda



#### **Oregon Accounting Sdn. Bhd.**

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#### **5 December 2016**

The 3rd meeting of the Berjaya Medical Centre Project Committee will be held at Meeting Room A at 3.00p.m. on Tuesday, 13 December 2016 to discuss the proposal to bid the contract to upgrade the accounting software for Berjaya Medical Centre. The agenda for the meeting will be as follows:

#### **AGENDA**

1. Apologies for absence
2. Minutes of last meeting
3. Matters arising
4. Software installation procedures
5. After-sales services
6. AOB
7. Date of next meeting

Prepared by

*Chuah Pek Sim*

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Chuah Pek Sim  
Secretary

c.c. Mr K.C. Paneer Selvam, Director