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ENGLISH FOR MEETINGS AND DISCUSSIONS (EWC 663)

GROUP ASSESSMENT
FORMAL MEETING SCRIPT

PREPARED FOR
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ACKNOWLEDGEMENT

In performing this assignment, we had to take the help and guideline of some respected persons who deserve our greatest gratitude. The completion of this assignment gives us much pleasure. We would like to show our gratitude to MADAM NAZARIAH AHMAD, our beloved lecturer of EWC663, ENGLISH FOR MEETINGS AND DISCUSSIONS for giving us good guideline for assignment throughout numerous consultations. We very grateful with his sharing expertise, sincere, and also valuable guidance and encouragement extended for us. We would also like to expand our deepest gratitude to all those who have directly and indirectly guided us in writing this assignment.

Many people, especially our classmates and team members itself, have made valuable comment suggestions on this script which gave us an inspiration to improve our script. We also proudly thankful for having our parents as a supporter for this assignment. Without any kind of sources, we could not finish our project as a group and might not finish it on time. So, we hereby really thankful by having a lot of people who involved doing this assignment.

Office Bearers:

Chairperson - Muhammad Safwan Bin Mohamad Taufek

Secretary - Amirul Ikhsan Zaidi

Treasurer - Nur Fasihah Binti Hashim

Committee members

Event Manager - Nurul Atikah Binti Abdullah

Accounting Department - Nordyana Binti Ahmad Rosli

Human Resource Department - Nur Hanis Binti Zulkifli

**HOTEL DEL CORADO
ANNUAL MEETING
24th DECEMBER 2020**

Chairperson: Assalamualaikum wbt and good morning, ladies and gentlemen. I am glad to welcome all the board members to the second meeting of the Hotel Del Corado Corporation. Can we call this meeting to order.

(pause)

All: Yes.

Chairperson: Before we go further. May I ask, are there any apologies for absence from today's meeting?

Ikhsan: Yes Mr Chairman, Mira Filzah is on maternity leave since last week and congrats to her for getting a boy baby meanwhile Emir is on medical leave because of Covid-19 and being self-isolated.

Chairperson: Thank you Ikhsan. First, I want to acknowledge all of you that we are webcasting and recording this morning's proceedings so that we can prepare a complete transcript for shareholders and employees that are unable to attend the meeting.

MINUTES OF PREVIOUS MEETING

Chairperson: Can we proceed to the next item, regarding the minutes from the previous meeting?

All: Yes.

Chairperson: Are there any amendments?

Fasihah: Yes chairman, our English classes have decided to do a Wednesday every week for one hour starting from 4 p.m to 5 p.m.

Chairperson: Good, anymore?

Hanis: Yes chairman, based on the previous meeting, we have not decided on our menus yet for the upcoming Annual Dinner. As we all knew, the chairperson requested two main courses for our dinner. So, I want to tell you that there is a slight change in finances over the menus. The menus that my team decided to choose are Sarawakian food and western food combined together. The total budget allocated before is RM9,000 and will increase to RM30,000. Before I almost forgot, I want to inform you that our guests are not 300. We miss calculated and the actual guests are around 340 and by that we will add an extra ten serving for the guests as a backup in case the food is not enough.

Chairperson: Okay, I will take note and change the budget allocated for food with the accountant. We will make sure that our budget will not exceed. Mr Ikhsan, you as a secretary please also take note and please remind me again about this stuff. Is there anybody else who wants to add?

Ikhsan: Okay and noted Mr Chairman, but I want to remind you something. For the previous meeting, we only allocated RM20,000 for foods and beverages.

Chairperson: Do not worry Mr Ikhsan, I will inform the accountant department to increase our budget for that event. Is there anybody else who wants to add?

All: No

Chairperson: Thank you, can someone propose the minutes be passed as a true record?

Dyana: I propose the minutes to be passed as a true record.

Hanis: I second the motion.

MATTERS ARISING FROM THE PREVIOUS MINUTES

Chairperson: Let us move on. Any matters arising from the previous meeting?

Atikah: Yes, Mr Chairman. I would like to ask about the progression of the Annual Dinner which has been proposed in the previous meeting. Has all the arrangement been matter and what about our design for the Annual Dinner. Does Mr Amirul Zaidi have shared with us about the designing updates?

Chairperson: Oh, about that I already lent the task for Fasihah to discuss further with him. Tell us about it Fasihah.

Fasihah: Yes Miss Atikah, all the preparation about the designing has almost 70% done. That 30% is on progress in preparation of the stage hall. We need to wait for several items from D'Hass Caterer and Bridal to finish up the design according to our theme which is Gleam and Glam. Mr Amirul Zaidil told me there was a change to the colour of the background curtain. Instead of using sparkling colour, he changed the colour to more elegant and feminin colour to suit the taste of our theme. The budget for the decoration is still the same as the background curtains come along with the others as a package. As for the gifts, our main sponsorship for the Annual Dinner Thermos and Samsung Electronic company had come the other day to give us the mystery gift items to our guests such as electronic appliances and vouchers.

Atikah: Glad to hear that Fasihah. As a manager for this hotel. I want all the preparation to be perfect and well-managed.

All: Agree.

Chairperson: Alright then, anymore Miss Atikah?

Atikah: Miss Dyana, can I know how about the VIP guests (SINGER) that will come to our event?

Dyana: About the VIP guests. We already contacted them for inquiries and all of them agree to join the event and perform for our guests.

Chairperson: Noted. Anymore to add?

Ikhsan: Excuse me Mr Chairman. I heard that we are booking for everyone of our staff from all departments a branded and latest Samsung smartphone. Is it true?

Chairperson: Yes Mr Ikhsan, I would like to inform all you of the good news that our sponsorship partner Samsung Company willingly offers us a smartphone to appreciate our staff members. Anything else to add?

All: No Mr chairman.

SPECIAL BUSINESS

Chairperson: Okay we will move on to the next topic. How about our special business that will be held at our hotel?

Dyana: Yes, Mr Chairman. I am the one who is given the responsibility to handle the event alongside our manager, Atikah. For information, our organizers for the e-sport event are from Kitamen Malaysia. They are professional e-sport organizers and have managed many e-sport across the South East Asia and Tourism of Malaysia will be our main sponsorship because the Malaysia's Government wants to attract local gamers across Malaysia to join the event alongside to increase the tourism industries for the local areas. The event also at the same time will promote our beloved hotel and increase our income.

Hanis: Alongside with that, our hotel will allocate a venue for local companies and sellers to open a booth in our hotel hall since our hall is bigger than other hotels. We will charge a booth for RM200 for a day.

Chairperson: Noted. Are there any upcoming meetings with the Tourism of Malaysia?

Atikah: As for that, we will have a meeting with them in a couple of weeks. The meeting will be held at the city hall alongside with the Kitamen organizations. If i am not mistaken, they already allocated the budget for us doing the preparation around RM50,000.

Chairperson: Dyana, you as a representative from the Accounting Department, I will give the budget to your department for you to do the balance sheet for our hotel and allocate the share fairly to other departments and technicians.

Dyana: Noted Mr Chairman. I also want to inform you that the 15% of budget allocated will also be donated to our frontliner that had been struggling since the pandemic Covid-19.

ANY OTHER BUSINESS

Chairperson: Okay well done Miss Dyana. Shall we close this discussion for now and continue to any other business?

Fasihah: Yes, Mr Chairman, maintenance of the building is really at a poor rate. For example, our swimming pool is now full of dried leaves and not well maintained. Hence moss starting to grow and fill up the pool and the cleaner for the pool took about a few weeks to take action.

Ikhsan: Yes, that is true. I have been witnessing the situation for a few times since our hotel not receiving many guests at this moment due to pandemic Covid-19.

Dyana: That surprised me because I have already paid the pool cleaner on 1 December to preserve our pool for the upcoming event.

Atikah: Well, I suggest we should give him a warning letter to him notified about the work scope that had been given.

Ikhsan: Yes, I cannot refuse but to agree with it because we want to keep our hotel in a good condition.

Chairperson: Okay, I will look into this matter. Fasihah, at the moment, could you please write a letter to the Human Resources Department asking them to find a backup cleaner. Anyone else want to add? How about our other business such as our hotel restaurant and massage therapy?

Ikhsan: Allow me to answer that Mr Chairperson. As for our hotel restaurant, our business is running slow right now because people are afraid to come due to concern about the stigma hotel food is pricey and only eat for an event. For that, we are asking Fasihah as a representative from the marketing department to think on how to increase our hotel restaurant business. Maybe we should make content about how good and cheap our food is. In my opinion, we should register our hotel restaurant to online applications such as Foodpanda and Grabfood.

Fasihah: Excuse me for interrupting, in our department we are still preparing a teaser video about our food and will hire an influencer named Khairul Aming to give an honest review about our food.

Hanis: As for the massage therapy, our professional workers had gone back to their country of birth, Thailand because of the permit issue. They will come back just before our big event, E-sport starts.

Chairperson: Glad to hear that. Thank you for all the updates. Our next item is the date, time and venue for the next meeting.

Ikhsan: Mr Chairman, for the next meeting will be on 5 December 2021, Tuesday, 9.00 a.m at the Boueque Hotel Room. I will send notice if there are any changes.

All: Yes, sure.

CLOSE

Chairperson: Okay, anything else? Any questions? Comments? No? Well then, thank you for coming. Will someone propose the meeting be adjourned?

Atikah: Yes, I proposed the meeting to be adjourned.

Chairperson: Secunder?

Fasihah: I second the motion.

Chairperson: Thank you. The meeting is adjourned. Have a nice day.

All: Thank you!