

Ambamation Studio		
Minutes of departmental meeting		
Date: 30.11.2025	Time: 10.00 a.m.	Venue: Meeting Room #2


Attendees

Ms Farah Afifah (Chairperson)
 Mr Aliff Eirwann (Secretary)
 Ms Amirah Alisya
 Ms Elisya Zuleika
 Mr Ahmad Iqbal
 Mr Awang Adam Farhan

Apologies for Absence

Ms Aisyah Najihah was on medical leave.

CONTENT:	Decision	Action By / Deadline
Matters Arising (of the previous meeting) The Chairperson reviewed the minutes of the previous meeting. She followed up on the proposal for the company's PC hardware upgrade. Ms Amirah Alisya reported that the creative team requires better CPU and RAM for the upcoming animation project. Ms Elisya Zuleika confirmed that the budget request had been submitted to Finance.	Members agreed that the PC hardware specification upgrade is necessary to maintain production speed and quality for major clients.	Ms Farah Afifah / Ongoing
Special Business The Chairperson informed members that immediate action was required regarding forged documents submitted by interns in the Business Communication Department. She emphasised the seriousness of the issue and stated that delays could compromise the company's integrity, damage its reputation, and expose Ambamation to legal risks.	Members noted that immediate action must be taken to protect the company's reputation.	Ms Farah Afifah / Ongoing
Several effects were addressed: i) Ms Amirah Alisya reported that the discovery of forged documents had already	Members agreed that the forged documents may result in trust issues	Ms Elisya Zuleika / Ongoing

<p>undermined trust in the internship program. She explained that such actions compromise the integrity of departmental workflows and could lead superiors to question the authenticity of all intern-submitted materials.</p> <p>ii) Mr Ahmad Iqbal reported a significant gap in interns' understanding of document tampering, suggesting that the current documentation policy was insufficient in addressing professional integrity.</p>	<p>within the company.</p> <p>Members acknowledged the need for a revised documentation policy.</p>	<p>Ms Elisya Zuleika / Ongoing</p>
<p>Several solutions were suggested:</p> <p>i) Ms Elisya Zuleika recommended that disciplinary action be taken against any intern found guilty, including immediate termination of their internship contract and initiation of legal action in line with company policy.</p> <p>ii) Mr Awang Adam Ferhad recommended that monitoring and preventive measures should be strengthened, that supervisors should provide closer supervision, and that clear documentation rules and guidelines should be enforced.</p>	<p>Members approved the termination of internship contracts with immediate effect and the initiation of legal action.</p> <p>Members agreed that preventive systems and professional training must be established.</p>	<p>Mr Ahmad Iqbal and Ms Amirah Alisya / Ongoing</p> <p>Ms Amirah Alisya and Mr Ahmad Iqbal / Ongoing</p>
<p>Any Other Business</p> <p>The IT department should be reminded to update all staff PCs' software.</p>	<p>Mr Aliff Eirwann confirmed that the IT department has been notified regarding PC software update.</p>	<p>Mr Awang Adam Ferhad / 2nd December 2025</p>
<p>.....</p> <p>Approved by Ms Farah Afifah Chairperson</p>	<p>Date:</p>	
 <p>Prepared by Mr Aliff Eirwann Secretary</p>	<p>Date: 2.12.2025</p>	