

FORMAL MEETING PROCEDURE

Name of Company	Ambamation Studio (A production studio that creates movie content for major entertainment clients like Disney.)
Chairperson's Address	The chairperson opens the meeting, welcomes members, and states the purpose of the meeting.
Apologies for Absence	The secretary reads the names of members who are absent and have submitted formal apologies.
Minutes of the Previous Meeting	<p>i. The minutes of the previous meeting are reviewed and checked. (<i>Ms Farah asks about the minutes of the previous meeting.</i>)</p> <p>ii. One member proposes the minutes, and another member seconds the motion. (<i>Ms Alisya suggested a workshop should be conducted and Ms Elisya agreed on the minute.</i>)</p> <p>iii. The chairperson signs the minutes as a true and accurate record.</p>
Matters Arising	<ol style="list-style-type: none"> 1. Actions have been taken towards those who misused company devices. 2. Enhanced supervision protocols during work hours.
Special Business	<ol style="list-style-type: none"> a) Main Issue: Critical security breach where a hacker accessed the system due to a weak password and leaked the unreleased movie footage (created for a client). b) Effects: <ol style="list-style-type: none"> i. The studio's reputation is damaged, now other clients are scared their data isn't safe. ii. The Client (Disney) is threatening to cancel the contract and sue for breach of data. c) Solutions: <ol style="list-style-type: none"> i. Implement mandatory password reset for all employees. ii. Have regular security audits for the system.
Any Other Business (AOB)	<ol style="list-style-type: none"> 1. Air conditioner need to be serviced to maintain its performance and ensure healthy indoor air quality (employee workplace). 2. Remind employees not to extend their break time.
Date, Time, and Venue of the Next Meeting	<p>Date: 5/1/2026</p> <p>Time: 1000hrs - 1200hrs</p> <p>Venue: Meeting Room #2</p>

Close of Meeting

The chairperson formally ends the meeting and thanks all members for attending.