

| We're Chicken, You're Not | | |
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| Minutes of Departmental Meeting | | |
| Date: 16.12.2024 | Time: 9.00am | Venue: Berlian Hall |

Present:

Mr. Muhamad Taufiq bin Shoeid
Mr. Eiman Damien bin Rohmat
Miss Wan Nur Aisyah binti Wan Zulkifali
Mr Muhammad Luqman Mu'izz bin Anuar
Mr Muhammad Hazik Haikal bin Razak
Mr Wan Muhammad Naqib bin Wan Mohd Nazri

Absence:


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| Agenda | <u>Special Business:</u> |
| | <ol style="list-style-type: none"> Issues related to the spoiled/unfresh chicken meat and the delivery schedule Solutions to improve customer satisfaction |
| | <u>Any other business:</u> |
| | <ol style="list-style-type: none"> Cracks are found along the walls and ceilings in certain areas of the staff lounge and corridors |

| Agenda item no. | Action | Person/s in charge | Date of completion |
|-----------------|---|--|----------------------------|
| 1. | Solutions related to the spoiled/unfresh chicken meat and the delivery schedule: <ol style="list-style-type: none"> Collaborate with reliable logistics companies that specialize in fresh food transportation. Ensure the chicken is packed in the right conditions and in a low temperature | Mr Muhammad Luqman Mu'izz bin Anuar Miss Wan Nur Aisyah binti Wan Zulkifali | 16.1.2025 16.1.2025 |
| 2. | Solution to improve customer satisfaction: <ol style="list-style-type: none"> Giving a discount of 20% for 6 months to those affected by chicken damage | Mr Wan Muhammad Naqib bin Wan Mohd Nazri | 16.1.2025 |


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|----|--|----------------------------------|-----------|
| | b) Conduct research on customer feedback to make improvements | Mr Eiman Damien bin Rohmat | 16.1.2025 |
| 3. | Solution to cracks found on the walls and ceilings in the staff lounge and corridors. | | |
| | a) Provide the quotation to the Head of Finance for the maintenance cost to fix the issue. | Mr Eiman Damien bin Rohmat | 16.1.2025 |
| | b) Review the quotation provided by the Head of Finance | Mr. Muhamad Taufiq bin Shoeid | 16.1.2025 |

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Signed by
AMIR LUKMAN ABD RAHMAN
Chairperson

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Date


Prepared by
WAN MUHAMMAD NAQIB BIN WAN MOHD NAZRI
Secretary

16.1.2024
Date


Prepared by
MUHAMMAD HAZIK HAIKAL BIN RAZAK
Secretary

16.1.2024
Date

(Accept any date after the meeting)