

## CHST/24/02 CHST Meeting Minutes (2024)

### Meeting of Centre of Healthcare Science and Technology

<b>Date</b>	01 July 2024 (Monday)
<b>Time</b>	1 pm – 2 pm
<b>Venue</b>	KB803 and online for Kampar CHST members

#### Attendance

Members Present		01 July 2024	Jan – Dec (2024)
1.	Ir. Dr. Chee Pei Song (Chairman)	1	2/2
2.	Ir. Ts. Dr. Hum Yan Chai (Secretary)	1	2/2
3.	Dr. Tan Chun Hui (Facebook)	1	2/2
4.	Ir. Dr. Goh Choon Hian (Treasury)	1	2/2
6.	Dr. Tee Yee Kai	1	2/2
7.	Dr. Tang Pek Yee	1	2/2
8.	Ts. Dr. Loo Joo Ling	1	2/2
9.	Dr. Kwan Ban Hoe	1	1/2
10.	Mr. Chong Yu Zheng	1	2/2
11.	ChM. Ts. Dr. Tee Shiau Foon	1	2/2
12.	Ts. Dr. Kong Sing Guan	1	1/2
13.	Dr. Tan Lee Fan	1	2/2
14.	Ms. Tan Yin Qing	1	2/2
15.	Dr. Mok Siew Ying	1	1/2
16.	Dr. Chan Siow Cheng	1	2/2
<b>Absent with Apology</b>			
1	Ts. Dr. Humaira Nisar	-	1/2
2	Ms. Kamala Krishnan	-	0/1
3	Ir. Dr. Danny Ng Wee Kiat (Webmaster)	-	0/1
4.	Dr. Lee Poh Foong	-	1/2
5.	Premala Krishnan	-	1/12
<b>Absent</b>			
1.	Dr. Chang Jing Jing	-	0/2
3.	Dr. Ahmed Waleed Khalid Hendi	-	0/2

## Meeting Minutes

Agenda	Minutes	Action
24/02-001	<p><b><u>Opening remarks by CHST Chairman:</u></b></p> <p>The committee congratulated Prof. Ts. Dr. Humaira Nisar, Dr. Chan Siow Cheng, and Ms. Tan Yin Qing for winning the BEST PAPER AWARD at the 2024 IEEE 6th Eurasia Conference on Biomedical Engineering, Healthcare, and Sustainability.</p> <p>Link: <a href="https://shorturl.at/10mNj">https://shorturl.at/10mNj</a></p>	All
23/02-002	<p><b><u>Confirmation of previous meeting minutes</u></b></p> <p>The meeting proceeded with the confirmation of the minutes from the previous meeting held on 05 March 2024. Members were directed to access the minutes through the provided link:</p> <p>Link: <a href="https://shorturl.at/d8Ucx">https://shorturl.at/d8Ucx</a></p> <p>It was noted that there were no amendments or corrections to be made to the minutes.</p>	All
24/02-003	<p><b><u>CHST account updates</u></b></p> <p>a. Center Operational Account (vote: 6203/017) Link to apply: <a href="https://forms.office.com/r/ya0fWLK56V">https://forms.office.com/r/ya0fWLK56V</a></p> <p>b. Center Excellent Award Account (vote: 6297/001) Link: <a href="https://m5.gs/Y0pQNU">https://m5.gs/Y0pQNU</a></p> <p>The Chairperson provided an update to members regarding the utilization of the Center Excellent Award Account.</p> <p>It was announced that the agreement of all CHST members is now required for the utilization of funds, instead of just the members within the corresponding research group.</p> <p>The process of approval follows this sequence: CHST member approval &gt; Tabled at RDCC &gt; SMC &gt; IPSR &gt; Create Vote.</p>	All


	<b>Working Group</b>	<b>Applicant</b>	<b>Budget</b>	<b>Status</b>	<b>Remaining</b>	
	Brain	Dr Tee Shiau Foon	10, 000	Granted		
		Dr Tang Pek Yee & Dr Mok Siew Ying	20, 000	Granted	10, 000	
	Signal Processing	Prof. Humaira Nisar	9, 505	Granted	19, 309.7	
			11,185.30	Granted		
	Sensors and Robotic	Dr. Kwan Ban Hoe	40, 000	Pending	0	
	Biomechanics	Dr. Chan Siow Cheng	40, 000	Granted	0	
	<b>Total</b>		130,690.30		29, 309.7	
<b>24/02-004</b>	<b><u>CHST Risk Management Audit</u></b>  The Chairman informed members about the Internal Audit for Risk Management conducted on the following date. The details of the audit can be found at the following link: Date: 22-24 April 2024 Link: <a href="https://shorturl.at/hizvp">https://shorturl.at/hizvp</a>					All
<b>24/02-005</b>	<b><u>R&amp;D Roadmap Update Meeting with VP RDC (Research Centres)</u></b>  Chairman informed members that a meeting with the VP RDC (Research Centres) was held to discuss updates on the R&D roadmap. Members can view the achievement of CHST for the year 2023 and 2024 in the following link. Chairman emphasised that CHST has achieved most of the KPI. Lastly, chairman encouraged members to pursue more top 10% Q1 journal.  Date: 09 May 2024 Link: <a href="https://shorturl.at/n1ULz">https://shorturl.at/n1ULz</a>					All

24/02-006	<p><b>Internal Grant: UTARRF 2024 Cycle 2</b> Chairman informed members about the internal grant, UTARRF cycle 2 application. The details can be found below:</p> <p>Proposed Project Duration: 1 November 2024 – 31 October 2025 Guideline Link: <a href="https://shorturl.at/oaMJR">https://shorturl.at/oaMJR</a> Submission of UTARRF application via RMS : 1 – 26 July 2024 Application Link: <a href="https://intra.utar.my/UTAR/">https://intra.utar.my/UTAR/</a></p> <p>Chairman reminded members that the application has to go through the intranet.</p>	All
24/02-007	<p><b>External Grant</b></p> <p>a. FRGS 2025 Chairman informed members that the application of FRGS 2025 is opening soon.</p> <p>b. Asia-Pacific Telecommunity (APT): Extra Budgetary Contribution From Japan (EBC-J 2024) Next chairman reminded members about the deadline of APT Japan grant. The details can be found below: Deadline: 19 July 2024 (Friday) Register at <a href="https://myaptg.komunikasi.gov.my">https://myaptg.komunikasi.gov.my</a></p>	All
24/02-008	<p><b>Collaboration and Activities</b> Chairman presented the dual degree program with NYCU and the event Taiwan-Malaysia Oversea Science and Technology Innovation Center (TMSTIC). The details can be found below:</p> <p>a. <b>Dual Degree Program with Mechanical Department from NYCU</b> Link: <a href="#">link</a></p> <p>b. <b>Taiwan-Malaysia Oversea Science and Technology Innovation Center (TMSTIC)</b> Taiwan-Malaysia Semiconductor Forum: From Technology to Applications Date: 10 July 2024 (Wednesday) Venue: Connexion Conference &amp; Event Centre, Kuala Lumpur Admission: Free Link for meeting minute: <a href="https://shorturl.at/eotGL">https://shorturl.at/eotGL</a></p>	All

24/02-009	<b><u>Closing remarks</u></b>  Chairman encouraged members to promote their research in the linkedIn. Chairman shared a success story of a member acquired attention from potential collaborator after sharing his research in the social media. Chairman mentioned that for those members who would like to increase their visibility of their research, can forward to Dr Tan Chun Hui.	All
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**Adjournment**

There being no other matters, the meeting adjourned at 2.55 pm.

Prepared by:  ..... Secretary  Ir. Ts. Dr. Hum Yan Chai Date: 09/07/2024	Approved by:   ..... Chairman  Ir. Dr. Chee Pei Song Date: xx/xx/2024
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