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Ref. No. : HLSB/MM/202102/0006

Date : 21th February 2021

MINUTE MEETING

Location : HOLISTICS Lab Training Room

Meeting Agenda : Weekly work plan and progress

Prepared by : Amira Nur Asyiqin Binti Abdul Razak

Member Attendees :

1. Dr. Mohd Iskandar Ilyas Tan, *Chief Executive Officer*
2. Muhamad Rahmat Harun, *Chief Technology Officer*
3. Farah Dalila Rodzuan, *Database Programmer*
4. Puvana Mohanadas, *Account Clerk*
5. Nur Liyana Faqihah Mohtaram, *Digital Marketing Executive*
6. Fatin Atikah Noorzahid, *Business Development Executive*
7. Faizal Amri Abd Manan, *Software Engineer*
8. Amira Nur Asyiqin Abdul Razak, *Internship (Food Services (Halal Food))*

Minute	Items	PIC	Minute	Items
09.35am	<ul style="list-style-type: none"> Resolve MyHelp logo issue with google Set meeting for MyHelp demo with Bob Meeting with McDonald's IT team about QuikHalal Get team IT's approval to distribute MyHelp Macbook for MyHelp apps on IOS 	Rahmat		
09.40am	<ul style="list-style-type: none"> Complete certificates and announce for postage Complete revenue for training & QuikHalal Letter of authorization to operate for intern and Farrahin Design schedule for intern 	Farah		
09.45am	<ul style="list-style-type: none"> Apply pass for UTM sticker Ask Dr. Iskandar for receipt for LHDN SQL installation 	Puvana		
09.50am	<ul style="list-style-type: none"> Compile questions for MPPHM Email client for Halal exec cohort 24 Remind Dr. Iskandar about Ustaz Wahab 	Liyana		

09.55am	<ul style="list-style-type: none"> • Consultation module awaiting approval from Dr. Iskandar • Update halal file 	Fatin		
10.00am	<ul style="list-style-type: none"> • Create 2 icons for MyHelp • Test MyHelp on IOS • Integrate trainer with registration for training management • Install team viewer on server 	Faizal		
10.05am	<ul style="list-style-type: none"> • Assist Fatin to update Halal File 	Mia		
10.20am	<ul style="list-style-type: none"> • Round table 	All staff		