

Date : 25/06/2015 (Tuesday)

Place     : Meeting Room 4

Time : 09:00 a.m.

**Participant:**

-MUHAMMAD IZWAN BIN MOHD ISHA

-NOOR HIDAYAT BIN MOHD SUBANDI

-NORNADIA BT SAFORRUDIN

-MOHD HIDHAM BIN MOHD AMIN

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| --- | --- | --- | --- | --- |
| No. | Matter | Status | Action By | Information |
| 1. | Chairman Speech | Chairman Welcome Address  The chairperson called the meeting to order at 8.30 a.m. and welcome the entire member to the meeting.  Apologies for Absence  Everyone was present  Minutes of the previous meeting  Minutes of the last meeting were read by the secretary. As there was no other amendment, the minutes were then approved as a true record and signed by the chairperson.  Matters Arising from the Previous Minutes  Chairman informed that he has already analyzed the financial of their client. The report already sent to all members via email. | For Information |  |
| 2. Matters | | | |  |
| Matter | |  |  |  |
| 2.1  2.2  2.3  2.4 | Special Business  Launching  Promotion  Progress | The chairperson asked to the entire member about the process flow.  Mr Izwan suggested that the web will be held on the 2nd week of October 2015.  The chairperson asks who’s going to manage the company web for advertising.  Latest update progress on company web to be use. | Mr. Noor Hidayat  Mr. Mohd Hidham  Mr. Muhd Izwan  Miss Nornadia |  |
| 3. Closing | | | |  |
| Closing | |  |  |  |
| 3.1 | Closing speech | Chairman thanked all the members for their participation during the meeting and adjourned the meeting at 11.30 a.m. |  |  |

The meeting ended at 11.30 a.m. and the next meeting will be notified later.

 Prepared By, Revised by,

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      Secretary Chairman



Date : 20/07/2015 (Wednesday)

Place     : Meeting Room 5

Time : 09:00 a.m.

**Participant:**

-MUHAMMAD IZWAN BIN MOHD ISHA

-NOOR HIDAYAT BIN MOHD SUBANDI

-NORNADIA BT SAFORRUDIN

-MOHD HIDHAM BIN MOHD AMIN

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| 2. Matters | | | |  |
| Matter | |  |  |  |
| 2.1  2.2  2.3  2.4 | Progress  Feedback  Promotion  Progress | Update progress on company web.  Update from customer opinion on web design  Mr. Izwan present progress of the web design and other difficulties that arise.  Chairmen reminder for the time deadline to everyone. | Miss Nornadia  Mr. Muhd Izwan  Mr. Muhd. Izwan  Miss Nornadia |  |
| 3. Closing | | | |  |
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      Secretary Chairman