

# myMinutes Application

## User Guide and FAQ

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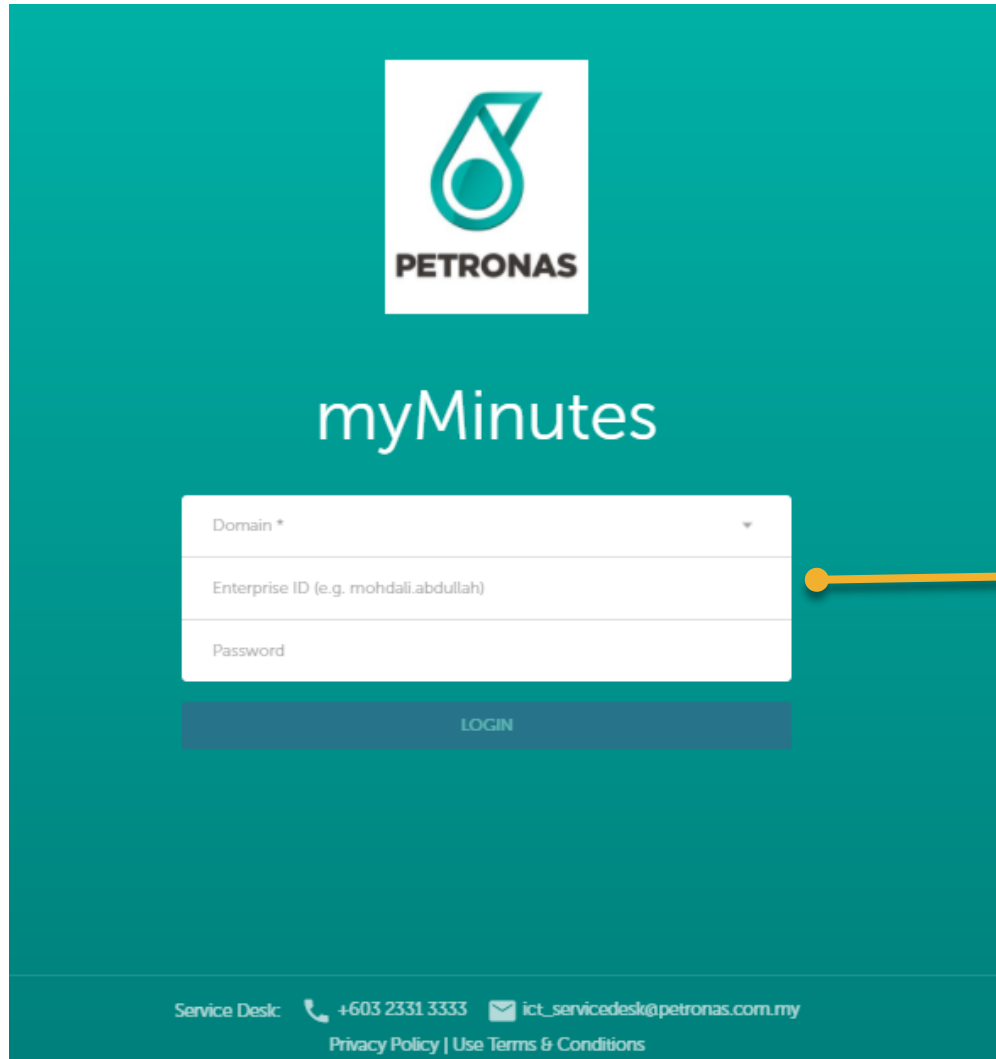
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**View Audit Log**

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# Log in to myMinutes

Log in to myMinutes with URL : <https://myminutes.petronas.com/>



PETRONAS

myMinutes

Domain \*

Enterprise ID (e.g. mohdali.abdullah)

Password

LOGIN

Service Desc: +603 2331 3333 ict\_servicedesk@petronas.com.my

Privacy Policy | Use Terms & Conditions

1

Select PETRONAS Domain and Enter your PETRONAS Outlook Username (without @petronas.com) and Password.

# myMinutes Home Page

CREATE

NAVIGATION

Minutes

Draft

Pending Approval

Action

Archive

TAGS

Favourite

Search tag

Sender

Series

Meeting No

Status

Date

Nurhazwani Iskandar (OEX-P&M/PET-ICT)

p&M awayday #1

201708020001

Pending Review

02 Aug 2017

Nurhazwani Iskandar (OEX-P&M/PET-ICT)

department dinner #2

201708010011

Approved

01 Aug 2017

Nurliyana M Arif (OEX-P&M/PET-ICT)

ADS #2

201708010006

Pending Review

01 Aug 2017

Nurhazwani Iskandar (OEX-P&M/PET-ICT)

department dinner #1  
P&M Dept dinner

201708010003

Approved

01 Aug 2017

Nurhazwani Iskandar (OEX-P&M/PET-ICT)

oex #1

201707310006

Pending Review

31 Jul 2017

Nurhazwani Iskandar (OEX-P&M/PET-ICT)

executive meeting #1

201707310005

Approved

31 Jul 2017

Nurhazwani Iskandar (OEX-P&M/PET-ICT)

executive team meeting #1

201707310004

Pending Review

31 Jul 2017

BETA

Search minutes by sender, subject, or meeting no.

1 Menu for normal user (Minutes, Draft, Pending approval, Action, Archive, and Favourite Tags).

2 Log out.

3 Search minutes by sender, subject or meeting number.

4 List of minutes.

# Create New Minutes (1 of 2)



myMinutes

CREATE

NAVIGATION

Minutes

Draft

Pending Approval

Action

Archive

TAGS

Favourite

Search tag

Search minutes by sender, subject, or meeting no.

Sender	Series	Meeting No	Status	Date
Nurhazwani Iskandar (OEX-P&M/PET-ICT)		201708020001	Pending Review	02 Aug 2017
Nurhazwani Iskandar (OEX-P&M/PET-ICT)			Approved	01 Aug 2017
Nurliyana M Arif (OEX-P&M/PET-ICT)			Pending Review	01 Aug 2017
Nurhazwani Iskandar (OEX-P&M/PET-ICT)			Approved	01 Aug 2017
Nurhazwani Iskandar (OEX-P&M/PET-ICT)			Pending Review	31 Jul 2017
Nurhazwani Iskandar (OEX-P&M/PET-ICT)	executive meeting #1	201707310005	Approved	31 Jul 2017
Nurhazwani Iskandar (OEX-P&M/PET-ICT)	executive team meeting #1	201707310004	Pending Review	31 Jul 2017

Choose existing series or create a new series name

Enter your series \*

\*The maximum length for series is 50 characters

\*Not editable after creation

CREATE MINUTES

1 Click on the "Create" button to create new minutes.

2 Enter series name of meeting, Eg :OEX Team Meeting

3 Click "CREATE MINUTES".



3

4

5

6

7

CREATE

NAVIGATION

- Minutes
- Draft
- Pending Approval
- Action
- Archive

TAGS

Favourite

Search tag

meeting

Recommended

mymemo

meeting

COO

Minutes Detail

201707100022  
Draft

Security \*  
OPEN

Series/Title \*  
team meeting

Key Topic (Optional)

Date \*  
10 Jul 2017

Start Time \*  
12:00 PM

End Time \*  
01:00 PM

Location \*

Tags (Optional)  
e.g. Cactus, GroupHR, myPETRONAS

People

Secretary \*  
Nurhazwani Iskandar (OEX-P6M/PET-ICT)

Chairperson \*  
Meeting Chairperson and approver of the minutes

Members \*  
Meeting participants and reviewers of the minutes

+ Add Absentees

+ Add Invitees

Attachment(s)

Attach File

There are no attachments...

Agenda

Add agenda \*

Discussion Points

1

Discussion title \*

Description

Discussion Item \*

11

ACTION

Owner \*

Due date 10 Jul 2017

+ Add discussion item

+ ADD DISCUSSION POINT

GENERAL COMMENT(S)

Write your comment...

POST

# Create New Minutes (2 of 2)

```
graph LR; Draft --> PendingReview[Pending Review]; PendingReview --> PendingApproval[Pending Approval]; PendingApproval --> Approved
```

- 1 Complete Details of Minutes.
- 2 Click on the "ADD DISCUSSION POINT" button to add discussion point.
- 3 Click on the "Home" to go to home page.
- 4 Click on the "Save" button to save minutes as Draft.
- 5 Click on the "Discard" button to cancel the minutes.
- 6 Click on the "Preview" button to preview the minutes.
- 7 Click on the "Send for review" button to send minutes for approval.

# View Drafted Minutes


Draft

Pending  
Review

Pending  
Approval

Approved

The screenshot shows the 'myMinutes' application interface. On the left is a dark sidebar with a 'CREATE' button at the top. Below it is a 'NAVIGATION' section with icons and labels for 'Minutes', 'Draft' (highlighted with a yellow box), 'Pending Approval', 'Action', and 'Archive'. Further down is a 'TAGS' section with a 'Favourite' search bar and a 'Recommended' section containing tags for 'mymemo', 'meeting', and 'COO'. The main content area has a teal header with a 'BETA' badge and a user profile icon. Below the header is a search bar with the placeholder text 'Search minutes by sender, subject, or meeting no.'. A table below the search bar displays a list of minutes. The table has columns for 'Sender', 'Subject', 'Meeting No', 'Status', and 'Date'. One row is visible, showing a draft minute from Nurhazwani Iskandar (OEX-P&M/PET-ICT) with subject 'meeting 1', meeting number '201706210002', status 'Draft', and date '21 Jun 2017'. An orange line connects the 'Draft' menu item in the sidebar to the table.

Sender ^	Subject ^	Meeting No ^	Status ^	Date v
 Nurhazwani Iskandar (OEX-P&M/PET-ICT)	meeting 1	201706210002	Draft	21 Jun 2017

1

Click on the "Draft" menu to view drafted minutes.



# Comment Minutes (1 of 2)



CREATE

NAVIGATION

- Minutes
- Draft
- Pending Approval
- Action
- Archive

TAGS

- Favourite
- Search tag
- meeting

Recommended

- mymemo
- meeting
- COO

BETA

Sender ^	Subject ^	Meeting No ^	Status ^	Date v
Nurhazwani Iskandar (OEX-P&M/PET-ICT)	team meeting #1 Executive team meeting	201707100004	Pending Review	20 Jul 2017

1 Click on the "Minutes" menu to view the Minutes.

2 Click on the "Pending Review" minutes status.





myMinutes

CREATE

NAVIGATION

- Minutes
- Draft
- Pending Approval
- Action
- Archive

TAGS

Favourite

Search tag

meeting

Recommended

mymemo

meeting

COO

Back to home

BETA

Open

201707100009

Pending Review

DATE

10 Jul 2017

TIME

04:00 PM - 05:00 PM

LOCATION

menara perak

SECRETARIAT

Nurhazwani Iskandar (OEX-P6M/PET-ICT)

CHAIRPERSON

Nurhazwani Iskandar (OEX-P6M/PET-ICT)

MEMBER

Nurhazwani Iskandar (OEX-P6M/PET-ICT), Nurliyana M Anif (OEX-P6M/PET-ICT)

Attachment(s)

myMinutes Use...

Agenda

test agenda

Discussion Points

1. introduction

introduction from team member

proceed

Discussion Comment

POST

Topic	Type	Assigned to	Due Date	
1.1 Introduction from Management	Decision			Comment

2. Outstanding action points from previous meeting

Open Action item

Topic	Type	Assigned to	Due Date	
2.1 Pending action item	Action	Nurhazwani Iskandar	12 Jul 2017	Comment
2.2 Item agreed	Info			Comment

# Comment Minutes ( 2 of 2 )



- 1 Click on the "Comment" icon to Comment on Minutes.
- 2 Click on the "Post" button to send comment.

# Send Minutes for Approval (1 of 2)



myMinutes

CREATE

NAVIGATION

- Minutes
- Draft
- Pending Approval
- Action
- Archive

TAGS

Favourite

Search tag

meeting

Recommended

mymemo meeting

COO

Search minutes by sender, subject, or meeting no.

Sender ^	Subject ^	Meeting No ^	Status ^	Date v
Nurhazwani Iskandar (OEX-P&M/PET-ICT)	team meeting #1 Executive team meeting	201707100004	Pending Review	10 Jul 2017

1 Click on the "Minutes" menu to view the Minutes.

2 Click on the "Pending Review" minutes status.



myMinutes

CREATE

NAVIGATION

Minutes

Draft

Pending Approval

Action

Archive

TAGS

Favourite

meeting

Recommended

mymemo

meeting

COO

1

2

3

Minutes Detail

201707100009  
Pending Review

Security \*  
OPEN

Series Title \*  
team meeting #2

Key Topic (Optional)

Date \*  
10 Jul 2017

Start Time \*  
04:00 PM

End Time \*  
05:00 PM

Location \*  
menara perak

Topic (Optional)  
e.g. Cactus, GroupHR, myPETRONAS

People

Secretary \*  
Nurhazwani Iskandar (OEX-P6M/PET-ICT)

Chairperson \*  
Nurhazwani Iskandar (OEX-P6M/PET-ICT)

Members \*  
Nurhazwani Iskandar (OEX-P6M/PET-ICT) Nuriyana M Anif (OEX-P6M/PET-ICT) Meeting participants and reviewers of the minutes

+ Add Absentees

+ Add Invitees

Attachment(s)

Attach file

myMinutes Use...

Agenda

test agenda

Discussion Points

1 introduction

introduction from team member

Introduction from Management

DECISION

# Send Minutes for Approval (2 of 2)

```
graph LR; Draft --> PendingReview[Pending Review]; PendingReview --> PendingApproval[Pending Approval]; PendingApproval --> Approved;
```

- 1 Click on the "Home" to go to home page.
- 2 Click on the "Save" button to save minutes as a Draft.
- 3 Click on the "Log" button to view audit log.
- 4 Click on the "Preview" button to preview the minutes.
- 5 Click on the "Send for approval" button to send minutes for approval.

Internal

# Revert Minutes (1 of 2)



myMinutes

CREATE

NAVIGATION

Minutes

Draft

Pending Approval

Action

Archive

TAGS

Favourite

Search tag

Recommended

meeting

BETA

Search minutes by sender, subject, or meeting no.

Sender	Subject	Meeting No	Status	Date
Nurliyana M Arif (OEX-P&M/PET-ICT)	team meeting #1 meeting department - deployment myminutes	201707110002	Pending Approval	11 Jul 2017
Nurliyana M Arif (OEX-P&M/PET-ICT)	HOD	201707100019	Draft	10 Jul 2017
Nurhazwani Iskandar (OEX-P&M/PET-ICT)	team meeting #2	201707100009	Pending Review	10 Jul 2017
Nurliyana M Arif (OEX-P&M/PET-ICT)	COO Rehearsal	201707100008	Draft	10 Jul 2017
Nurhazwani Iskandar (OEX-P&M/PET-ICT)	team meeting #1 Executive team meeting	201707100004	Approved	10 Jul 2017

1 Click on the "Minutes" menu to view the Minutes.

2 Click on the "Pending Approval" minutes status.



# Revert Minutes (2 of 2)



myMinutes

CREATE

NAVIGATION

- Minutes
- Draft
- Pending Approval
- Action
- Archive

TAGS

Favourite

Search tag

Recommended

meeting

Open

team meeting

201707110002

Pending Approval

KEY TOPIC

meeting department - deployment myminutes

DATE

11 Jul 2017

TIME

11:00 AM - 12:00 PM

LOCATION

menara perak

SECRETARIAT

Nurliyana M Arif (OEX-P&M/PET-ICT)

CHAIRPERSON

Nurhazwani Iskandar (OEX-P&M/PET-ICT)

MEMBER

Nurhazwani Iskandar (OEX-P&M/PET-ICT), Syarif Nazirul Sazali (OEX-P&M/PET-ICT)

Attachment(s)


P

myMinutes Use...

Agenda

team meeting

1 Click "Edit" button to move Minutes to edit mode.

  
PETRONAS  
Internal

# Approve Minutes (1 of 2)



The screenshot displays the 'myMinutes' application interface. On the left, a dark sidebar contains a 'CREATE' button and a 'NAVIGATION' menu with options: Minutes, Draft, Pending Approval (highlighted with a yellow box), Action, and Archive. Below the navigation menu are 'TAGS' (Favourite, Search tag) and 'Recommended' (meeting). The main content area features a search bar and a table of minutes items. The table has columns for Sender, Subject, Meeting No, Status, and Date. A single item is listed with the status 'Pending Approval' highlighted by a yellow box. An orange line connects the 'Pending Approval' menu item in the sidebar to the 'Pending Approval' status in the table.

Sender ^	Subject ^	Meeting No ^	Status ^	Date v
Nuriyana M Arif (OEX-P6M/PET-ICT)	team meeting #1 meeting department - deployment myminutes	201707110002	Pending Approval	11 Jul 2017

1 Click on the "Pending Approval" menu.

2 Click on the "Pending Approval" status.



# Approve Minutes (2 of 2)



myMinutes

**CREATE**

NAVIGATION

Minutes

Draft

Pending Approval

Action

Archive

TAGS

Favourite

Search tag

Recommended

meeting

Open

**team meeting**

201707110002

**Pending Approval**

KEY TOPIC	meeting department - deployment myminutes
DATE	11 Jul 2017
TIME	11:00 AM - 12:00 PM
LOCATION	menara perak
SECRETARIAT	Nurliyana M Arif (OEX-P&M/PET-ICT)
CHAIRPERSON	Nurhazwani Iskandar (OEX-P&M/PET-ICT)
MEMBER	Nurhazwani Iskandar (OEX-P&M/PET-ICT), Syaril Nazirul Sazali (OEX-P&M/PET-ICT)

Attachment(s)

myMinutes Use...

Agenda

team meeting

Edit

Approve

1

Click on the "Approve" button to approve the minutes.



# Extract Approved Minutes (1 of 3)



myMinutes

CREATE

NAVIGATION

Minutes

Draft

Pending Approval

Action

Archive

TAGS

Favourite

Search tag

Recommended

meeting

Search minutes by sender, subject, or meeting no.

Sender	Subject	Meeting No.	Status	Date
Nurliyana M Arif (OEX-P&M/PET-ICT)	team meeting #1 meeting department - deployment myminutes	201707110002	Pending Review	11 Jul 2017
Nurhazwani Iskandar (OEX-P&M/PET-ICT)	team meeting #2	201707100009	Pending Review	10 Jul 2017
Nurhazwani Iskandar (OEX-P&M/PET-ICT)	team meeting #1 Executive team meeting	201707100004	Approved	10 Jul 2017

- 1 Click on the "Minutes" menu to view the Minutes.
- 2 Click on the "Approved" status.



# Extract Approved Minutes (2 of 3)



myMinutes

CREATE

NAVIGATION

- Minutes
- Draft
- Pending Approval
- Action
- Archive

TAGS

Favourite

Search tag

meeting

Recommended

mymemo

meeting

COO

Back

Log

BETA

Open

meeting 1

oexteam

201706210002

Approved

DATE

21 Jun 2017

TIME

08:00 PM - 09:00 PM

LOCATION

menara perak

SECRETARIAT

Nurhazwani Iskandar (OEX-P&M/PET-ICT)

CHAIRPERSON

Nurhazwani Iskandar (OEX-P&M/PET-ICT)

MEMBER

Nurhazwani Iskandar (OEX-P&M/PET-ICT)

☐

Introduction

intro from member

Topic	Type	Assigned to	Due Date
<div><input type="checkbox"/> 1.1 discussion on the planning</div>	Todo		21 Jun 2017 <a href="#">Done?</a>

1 Click the checkbox to extract minutes.



# Extract Approved Minutes (3 of 3)



2 item(s) selected for extraction

department dinner #2 -

Internal  
Approved  
201708010011

DATE	01 Aug 2017
TIME	10:00 AM - 11:00 AM
LOCATION	Level 13, Menara Perak
SECRETARIAT	Nurhazwani Iskandar (OEX-P&M/PET-ICT)
CHAIRPERSON	Nurhazwani Iskandar (OEX-P&M/PET-ICT)
MEMBER	Nurliyana M Arif (OEX-P&M/PET-ICT), Nurhazwani Iskandar (OEX-P&M/PET-ICT)

Agenda

test agenda

Discussion Points

☒ 1. Discussion on budget

Budget was allocated

EXTRACT

1

Click on the "EXTRACT" button.

Extract minute

nurhazwani.iskandar@petronas.com.my

SEND

2

Click on the "Send" button to send minutes.

PETRONAS  
Internal

# Export As PDF (1 of 3)



myMinutes

CREATE

NAVIGATION

Minutes

Draft

Pending Approval

Action

Archive

TAGS

Favourite

Search tag

Recommended

meeting

Search minutes by sender, subject, or meeting no.

Sender	Subject	Meeting No.	Status	Date
Nuriyana M Arif (OEX-P&M/PET-ICT)	team meeting #1 meeting department - deployment myminutes	201707110002	Pending Review	11 Jul 2017
Nurhazwani Iskandar (OEX-P&M/PET-ICT)	team meeting #2	201707100009	Pending Review	10 Jul 2017
Nurhazwani Iskandar (OEX-P&M/PET-ICT)	team meeting #1 Executive team meeting	201707100004	Approved	10 Jul 2017

1 Click on the "Minutes" menu to view the Minutes.

2 Click on the "Approved" status.



# Export As PDF (2 of 3)



myMinutes

CREATE

NAVIGATION

- Minutes
- Draft
- Pending Approval
- Action
- Archive

TAGS

Favourite

Search tag

meeting

Recommended

mymemo

meeting

COO

Back

Log

201706210002

Approved

Open

meeting 1

oexteam

DATE

21 Jun 2017

TIME

08:00 PM - 09:00 PM

LOCATION

menara perak

SECRETARIAT

Nurhazwani Iskandar (OEX-P&M/PET-ICT)

CHAIRPERSON

Nurhazwani Iskandar (OEX-P&M/PET-ICT)

MEMBER

Nurhazwani Iskandar (OEX-P&M/PET-ICT)

☐

introduction

intro from member

Topic	Type	Assigned to	Due Date
<div><input type="checkbox"/></div> 1.1 discussion on the planning	Todo		21 Jun 2017 <a href="#">Done?</a>

1 Click the checkbox to export minutes.



# Export As PDF (3 of 3)



✕ 2 item(s) selected for extraction

EXTRACT

EXPORT

department dinner #2 -

Internal

Approved

201708010011

DATE

01 Aug 2017

TIME

10:00 AM - 11:00 AM

LOCATION

Level 13, Menara Perak

SECRETARIAT

Nurhazwani Iskandar (OEX-P&M/PET-ICT)

CHAIRPERSON

Nurhazwani Iskandar (OEX-P&M/PET-ICT)

MEMBER

Nurliyana M Arif (OEX-P&M/PET-ICT), Nurhazwani Iskandar (OEX-P&M/PET-ICT)

Agenda

test agenda

Discussion Points

✓ 1. Discussion on budget

Budget was allocated

OEX-P&M/PET-ICT

1  
Click on the "EXPORT AS PDF" button.

✕

Extract minute

nurhazwani.iskandar@petronas.com.my ✕

SEND

2  
Click on the "Send" button to send minutes.



# Move Approved Minutes To Archive (1 of 3)



myMinutes

CREATE

NAVIGATION

Minutes

Draft

Pending Approval

Action

Archive

TAGS

Favourite

Search tag

Recommended

meeting

Search minutes by sender, subject, or meeting no.

Sender	Subject	Meeting No.	Status	Date
Nurliyana M Arif (OEX-P&M/PET-ICT)	team meeting #1 meeting department - deployment myminutes	201707110002	Pending Approval	11 Jul 2017
Nurhazwani Iskandar (OEX-P&M/PET-ICT)	team meeting #2	201707100009	Pending Review	10 Jul 2017
Nurhazwani Iskandar (OEX-P&M/PET-ICT)	team meeting #1 Executive team meeting	201707100004	Approved	10 Jul 2017

1 Click on the "Minutes" menu to view the Minutes.

2 Click on the "Approved" status.

# Move Approved Minutes To Archive (2 of 3)



CREATE

NAVIGATION

- Minutes
- Draft
- Pending Approval
- Action
- Archive

TAGS

Favourite

Search tag

Recommended

meeting

Open

team meeting

meeting

201707100004

Approved

KEY TOPIC

DATE

TIME

LOCATION

SECRETARIAT

CHAIRPERSON

MEMBER

Executive team meeting

07 Jul 2017

02:00 PM - 03:00 PM

mp

Nurhazwani Iskandar (OEX-P&M/PET-ICT)

Nurhazwani Iskandar (OEX-P&M/PET-ICT)

Nurhazwani Iskandar (OEX-P&M/PET-ICT), Nuriyana M Arif (OEX-P&M/PET-ICT)

Attachment(s)

Agenda

Executive team management meeting

1

Click on the "Move to archive" button.

# Move Approved Minutes To Archive (3 of 3)



myMinutes

CREATE

NAVIGATION

Minutes

Draft

Pending Approval

Action

Archive

TAGS

Favourite

Search tag

Recommended

meeting

Search minutes by sender, subject, or meeting no.

Sender ^	Subject ^	Meeting No ^	Status ^	Date v
Nurhazwani Iskandar (OEX-P&M/PET-ICT)	team meeting #1 Executive team meeting	201707100004	Approved	10 Jul 2017

1 Click on the "Archive" menu to view the minutes.





# View Audit Log

The screenshot displays the 'myMinutes' application interface. On the left is a dark sidebar with a 'CREATE' button and a 'NAVIGATION' menu containing 'Minutes', 'Draft', 'Pending Approval', and 'To-Do'. Below this are 'FAVOURITE TAGS' and 'RECOMMENDED TAGS' (test, resign, Minute). The main content area has a teal header with a home icon, a document icon (highlighted with an orange box), and a 'Move to archive' button. The document title is 'meeting 1' by 'oexteam', with ID '201706210002' and status 'Approved'. A date filter shows '21 Jun 2017'. An 'Audit log' modal is open, showing a table of actions:


Date / Time	Actions	Recipients
Jun 16, 2017 10:42:57 AM	Draft Created	
Jun 20, 2017 12:52:05 PM	Sent For Review	To: liyana.arif@petronas.com.my CC: nurhazwani.iskandar@petronas.com.my
Jun 20, 2017 1:26:02 PM	Sent For Approval	To: nurhazwani.iskandar@petronas.com.my
Jun 20, 2017 2:09:39 PM	Minutes Approved	To: liyana.arif@petronas.com.my; nurhazwani.iskandar@petronas.com.my CC: nurhazwani.iskandar@petronas.com.my
Jun 20, 2017 2:32:47 PM	Extracted Minutes Sent	To: nurhazwani.iskandar@petronas.com.my

1

Click on the "Log" button to view audit log.



# Tags

 myMinutes

CREATE

NAVIGATION

Minutes

Draft

Pending Approval

Action

Archive

TAGS




Favourite

meeting

meeting

BETA

Search minutes by sender, subject, or meeting no.

Sender ^	Subject ^	Meeting No ^	Status ^	Date v
 Nurhazwani Iskandar (OEX-P&M/PET-ICT)	NMA	201707110009	Draft	11 Jul 2017
 Nurhazwani Iskandar (OEX-P&M/PET-ICT)	WANI-ISK #1 Steering Committee	201707110008	Pending Review	11 Jul 2017
 Nurhazwani Iskandar (OEX-P&M/PET-ICT)	team meeting #2	201707100009	Approved	10 Jul 2017

1

Key in "tags" to add Favourite Tags.



**PETRONAS**

# myMinutes FAQ

## GENERAL FAQs

### 1. How do I access myMinutes?

You can access myMinutes at <https://myminutes.petronas.com> using any web browser on your PC or mobile device. To log in, simply use your PETRONAS ID and password.

### 2. What web browser should I use when logging on to myMinutes?

myMinutes is optimised for Internet Explorer version 10 and above, and is also compatible with Google Chrome and Mozilla Firefox. The application does not support Internet Explorer versions 8 and 9.

### 3. What do I do if I cannot access myMinutes?

Please contact the ICT Contact Centre at +603-2331-3333 or [ict\\_servicedesk@petronas.com](mailto:ict_servicedesk@petronas.com) to report the incident.

### 4. What are the roles involved in myMinutes?

Below are the roles involved in a minutes created in myMinutes :

- Secretariat – act as the minutes taker in a meeting who is responsible for ensuring that the minutes are being reviewed and approved.
- Members – meeting participants and reviewers of the minutes. Minutes will be sent to all participants for review prior to the Chairperson's approval.
- Chairman – meeting Chairperson and approver of the minutes. Minutes will be sent to the Chairperson for final approval.
- Invitees – meeting participants who are not permanent members. Minutes will not be sent to them. this group of participants.
- Absentees – meeting participants who were invited but not in attendance. Absentees will only receive the minutes if they are in the "Members" list.

## CREATING MINUTES

### **5. Are minutes sent out from myMinutes secure?**

Yes. myMinutes application enforces security controls according to the Security Classification of minutes, i.e., Open, Internal, Confidential, Secret. For more information, please refer [HERE](#).

### **6. Can I send or forward minutes to other parties outside of PETRONAS?**

No. Minutes are meant to be for internal communication only and should not be sent or forwarded to external parties (outside of the PETRONAS Group of Companies). If you need to cascade any decisions or directives from a minutes to external parties, draft a formal letter as a means of communication instead.

### **7. Can I send the minutes to recipients who are not on the PETRONAS domain but are still part of the PETRONAS Group of companies (e.g. MISC, KLCC etc.)?**

Yes. When creating a minutes, you will be able to search for recipients on other PETRONAS domains such as KLCC. However, not all domains are available at this moment. We will update the list from time to time.

### **8. Can I select multiple approvers for the minutes I created?**

No. Only one (1) name may be inserted as the meeting Chairperson who also acts as the final approver of the minutes. However, you are allowed to have multiple reviewers to review the minutes.

### **9. Can I delete minutes from my Minutes/Draft folder?**

You only allowed to delete minutes that are still in Draft mode. Once the minutes are sent out for review and approval, it will be treated as corporate records and cannot be modified or deleted from the system. However, you may move them to your personal archives.

## REVIEWING MINUTES

**10. . I received a minutes via email and was able to forward it. However, my recipient does not see the minutes in myMinutes. What do I do?**

myMinutes enforces security control on who can view the minutes created in the application. Recipients who are not included in the 'Members' list will not be able to view the full content of the minutes in the application.

**11. As a Reviewer, can I comment on a minutes and circulate my annotations?**

Yes. As part of the review process, Reviewers are allowed to comment on the minutes including on the minutes' line item. However, editing and updating may be done only by the Secretariat. The Secretariat will consider all comments posted in the minutes for amendment.

**12. Can I add a recipients to a minutes that has been sent?**

Yes. You are allowed to add new recipients to a minutes that are currently in Review stage or has yet to be approved by the Chairman. However, once approved, you can utilise the forwarding function to provide them with a copy of the minutes or to inform them of any changes in the status.

**13. Can I delegate someone else to act on minutes on my behalf (e.g. provide approvals)?**

No. Currently, you are not be able to authorise another party to act on the minutes on your behalf.

**14. What does the serial number located at the top right side of my minutes indicate?**

The serial number at the top right side of the minutes is a unique number that is assigned to each minutes, and you can quote this number if you need to make reference to a minutes.

# Thank you