



ALPHACORE TECHNOLOGY SDN BHD  
MINUTE OF MEETING  
NO 031/009/2022

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**Date** : 9<sup>th</sup> September 2022

**Time** : 11:00 am

**Venue** : Alphacore Technology Sdn Bhd Board Room.

**ATTENDANCE LIST**

No	Name	Designation
1	Dato' Dr Ace Wong T.S	Chief Executive Officer
2	Ethan Chang Hon Yen	Chief of Project Management & Operations
3	Nur Atikah Amirah Binti Md Rosseli	Human Resource & Admin Manager
4	Wan Muhammad Amsyar Bin Wan Mohd Azman	Senior Software Developer
5	Nur Hussin Bin Amil	Senior UI / UX and Creative Designer
6	Che Nur Amirah Binti Che Abd Rahim	Senior Digital Marketing & Social Media Executive
7	Wan Mohd Mukhlis Bin W Mahmood	Software Developer (Fullstack)
8	Sara Ooi Siew Seok	Project Manager & Coordinator
9	Jasmine Eu Hui	Finance & Account Manager
10	Siti Hajar Bt Suzaki	Software Developer (Fullstack) & System Engineering Support
11	Ahmad Najmi Bin Sidek	Software Developer (Fullstack)
12	Nur Izzati Binti Kamaruzaman	Corporate Marketing & Communication Executive



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NO	AGENDA	TEAM	ACTION
1.	<p><b>Sales, Marketing &amp; Project Management Meeting</b></p> <ul style="list-style-type: none"> <li>- Sales PITCH PPT Complete Version</li> <li>- Company Sec and Partnership Listing</li> <li>- Telemarketing Script &amp; Role Play</li> <li>- GTM Strategies &amp; Plans Corporate Presentation</li> </ul> <p>Individual Industry:</p> <p>Motorcycle Industry</p> <ul style="list-style-type: none"> <li>- Emphasize on which segment and objectives</li> </ul> <p>Automotive Industry</p> <ul style="list-style-type: none"> <li>- Specific target market</li> <li>- To add some human elements to current slides</li> </ul> <p>Gold Smith Industry</p> <ul style="list-style-type: none"> <li>- To replace project management module to inventory system model</li> <li>- To share slides to team as standardize design reference</li> </ul> <p>Company Secretary</p> <ul style="list-style-type: none"> <li>- Check on pending account signing with LKT &amp; Associates with Mr Chan</li> <li>- Follow up Zesha's remaining accounts (remark who take over for which accounts)</li> </ul> <p>Package to sell directly to Company Secretary (company profile enhancing, ppt/booklet/, and website)</p> <ul style="list-style-type: none"> <li>- New entry package</li> <li>- Enhancement package</li> </ul> <p>Prepare package commission with added value and discounts</p> <p>Prepare Two (2) Consent Form</p>	<p>PIC: Ethan, Sara, &amp; Izzati</p>         <p>PIC: Ethan</p>         <p>PIC: Izzati</p>         <p>PIC: Sara</p>         <p>PIC: Izzati</p>         <p>PIC: Izzati/ Ethan</p>         <p>PIC: Ethan</p>	<p><b>Monday 12/9/2022 10:30 AM</b></p>



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	<ul style="list-style-type: none"><li>- To get logo for clientele reference (raw file etc.)</li><li>- Request for customer testimonial and feedback on Alphadash</li></ul> <p>Capture and showcase AJE case in simple power point to show case as example for comparison before and after for website enhancement</p> <p>To discuss with Andrew for localize package during upcoming DG1 event</p> <p>Weekly Submission</p> <ul style="list-style-type: none"><li>- Submit <b>B.O. and Lead report</b> to Ethan every FRI before lunch hour</li></ul> <p>Comsec summary</p>	<p><b>PIC: Ethan</b></p> <p><b>PIC: Izzati/ Sara</b></p> <p><b>Monitored by: Ethan</b></p>	
<b>2.</b>	<p><b>Website &amp; Company Profile Revamp &amp; Improvement</b></p> <p>-Website functionalities update the pillar (Design).</p> <p>-Produce animated Corporate Short Video to upload to Alphacore Website at next to Company Profile column. <b>(DONE)</b></p> <p><b>Amsyar - Scope of Works</b></p> <ul style="list-style-type: none"><li>- Website Coding</li><li>- Web builder template coding</li><li>- Backend S.O.P (Step 1 – Step 5)</li><li>- Uncle Roger (TBA)</li></ul> <p><b>Hussin - Scope of Works</b></p> <ul style="list-style-type: none"><li>- studying and deploying the 8 pillars module in mobile view responsive</li><li>- web builder template frontend coding</li><li>- 3 website templates (pending 3 more template development)</li><li>- Housekeeping website grammar &amp; typo error before forward to Amsyar</li></ul> <p><b>Alphadash (Dashboard)</b></p> <p>1a) HRMS</p> <ul style="list-style-type: none"><li>- PR Form format ( <b>DONE</b>)</li></ul> <p>Miera will pass to Amsyar</p>	<p><b>PIC: Amsyar</b></p> <p><b>PIC: Hussin</b></p> <p><b>PIC: Amsyar, Najmi &amp; Hajar</b></p> <p><b>PIC: Miera</b></p>	<p><b>Tuesday</b> <b>13/9/2022</b> <b>2:30 PM</b></p>



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<p><b>Website &amp; Alphadash – Full Demo</b></p> <p>Alphadash package, Website development package &amp; Digital Marketing package trial &amp; subscription process</p> <p><b>Website Registration</b></p> <ul style="list-style-type: none"><li>- Email verification (DONE)</li><li>- Email validation (DONE)</li><li>- Default password (DONE)</li><li>- Email must include with user name &amp; password (DONE)</li></ul> <p><b>Alphadash (HRMS) – Full Demo</b></p> <p>Purchase Requisition</p> <ul style="list-style-type: none"><li>- Add in bank account no box. (DONE)</li><li>- Add email notification (DONE)</li><li>- Status – submitted, verified, approved / rejected (DONE)</li><li>- No remarks box for rejected</li><li>- Change the action button icon (Approved, Rejected....)</li></ul> <p>Memo</p> <ul style="list-style-type: none"><li>- Plugin error (DONE)</li><li>- Box alignment (DONE)</li></ul> <p>Facility Booking</p> <ul style="list-style-type: none"><li>- Add item (DONE)</li><li>- Add department (DONE)</li><li>- Cannot duplicate booking at the same time</li></ul> <p>Salary</p> <ul style="list-style-type: none"><li>- Payslip (Cannot save) (DONE)</li><li>- Change the payslip details to salary details (DONE)</li><li>- CMS for claim type (DONE)</li><li>- Calculation for unpaid leave</li><li>- Payslip generated (DONE)</li><li>- Edit button not function (DONE)</li><li>- Calculation</li><li>- Edit &amp; Delete not working</li></ul> <p>Claim</p> <ul style="list-style-type: none"><li>- Upload documents (DONE)</li><li>- Edit (DONE)</li></ul>	<p><b>PIC: Amsyar</b></p>	
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	<p>CME (Full Turn Key), Backhaul &amp; Inbuilding (IBS) Installation, Network Optimization &amp; Remote Monitoring System (RMS)</p> <ul style="list-style-type: none"><li>- Portfolio</li><li>- Licenses &amp; Partners</li><li>- Network Optimization &amp; Remote Monitoring System (RMS) content write-up</li></ul> <p>Website</p> <ul style="list-style-type: none"><li>- Pending Hussin images and updated design</li></ul> <p>Housekeeping</p>	<p><b>PIC: Ethan</b></p> <p><b>PIC: Hajar</b></p> <p><b>Monitored by: Ethan</b></p>	
<b>4.</b>	<p><b>Digital Marketing &amp; Social Media</b></p> <ul style="list-style-type: none"><li>- Run and monitor CN version of Social Media Strategist Campaign for 2 weeks (8<sup>th</sup> Sept – 22<sup>nd</sup> Sept 2022)</li><li>- To list down prizes with estimated price for September campaign</li><li>- To prepare visuals for September campaign</li><li>- Employees introduction video (Dress up). To shoot “Part 2” in office</li><li>- To amend/update Alphacore Services Corporate Video</li></ul>	<p><b>PIC: Mia</b></p> <p><b>PIC: Mia / Izzati / Hussin</b></p> <p><b>PIC: Hussin</b></p> <p><b>PIC: Hussin</b></p> <p><b>PIC: Hussin</b></p> <p><b>Monitored by: Ethan</b></p>	<p><b>Wednesday 14/9/2022 3:30 PM</b></p>
<b>5.</b>	<p><b>Weekly Management Report</b></p> <p>Project management report</p> <ol style="list-style-type: none"><li>Technical &amp; Design Team</li><li>Digital Marketing Team</li><li>Project Management Team</li></ol> <p>Business Opportunity (BO) Report</p>	<p><b>a. Amsyar ,Wan,Hussin , &amp; Najmi</b></p> <p><b>b. Mia</b></p> <p><b>c. Sara &amp; Izzati</b></p> <p><b>Monitored by: Ethan</b></p>	<p><b>Every Friday Submission to CEO</b></p>
<b>6.</b>	<p><b>Human Resource &amp; Admin</b></p> <ul style="list-style-type: none"><li>- Expenses Report</li></ul>	<p><b>PIC: Miera &amp; Jasmine</b></p>	



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	<ul style="list-style-type: none"><li>- Payment Summary Report (Office)</li><li>- Petty Cash Report</li><li>- Candidate List Report</li><li>- Monthly Claim Report</li></ul> Salary Report		Every 15 <sup>th</sup>
7.	<b>Commercial Documentations</b> <ul style="list-style-type: none"><li>- Cover Letterhead.</li><li>- Proposal Cover Page.</li><li>- Quotation.</li><li>- Invoices.</li><li>- Payment Voucher.</li><li>- Etc business templates</li><li>- Agreements templates (Partnership Agreement, Clients Service Agreement &amp; etc commercial agreement templates).</li></ul>	<b>PIC: Ethan</b>	Progress review of documentation for finalization by the C-Level. Presentation updates previous meeting Final Review of all documents in Dropbox
8.	<ul style="list-style-type: none"><li>- Meetings take note of group discussions, recommendations, and plans.</li></ul>	All Department	Day, Date and Time that has been assigned to all departments

Prepared of Minutes,

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Nur Atikah Amirah Binti Md Rosseli  
Human Resource & Admin Manager

Verified of CEO,

On Behalf  
.....  
Dato' Dr. Ace Wong T.S  
Chief Executive Officer

9/9/2022