ALPHACORE

ALPHACORE TECHNOLOGY SDN BHD
MINUTE OF MEETING
NO 027/008/2022

Date : **12ᵗʰ August 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	Wan Nurzieti Hafisha Binti Mohamad Hafiz	Corporate Marketing & Communication Executive
12	Ahmad Najmi Bin Sidek	Software Developer (Fullstack)
13	Nur Izzati Binti Kamaruzaman	Corporate Marketing & Communication Executive

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NO	AGENDA	TEAM	ACTION
1.	**Digital Marketing & Social Media for Alphacore Technology Sdn Bhd** - Prepare the concept sample and planning involves social media calendar, content. **Update** Campaign (Jom Hackathon) updates and budgeting - Produce a Full Corporate Video for Alphacore - Boost new Recruitment: Social Media Strategist Campaign (for 2 weeks) - Brainstorm for next campaign idea - Employees introduction video (Dress up). To shoot "Part 2" in office - To amend/update Alphacore Services Corporate Video **Hackathon** Continue to boost Jom Hackathon Campaign (for 1 month, until 31ˢᵗ Aug 2022)	**PIC: Mia, Hussin & Izzati** **PIC: Hussin** **PIC: Mia / Ethan** **PIC: Mia / Izzati / Hussin** **PIC: Hussin** **PIC: Hussin** **PIC: Mia / Ethan** **Monitored by: Ethan**	**Monday 15/8/2022 10:30 AM**
2.	**AJE Best-On Sdn Bhd Web & Company Profile Development** Website & Company Profile Design - Powerpoint - PDF (Printed) Website Development - Add-in witness signatory Proofread content AJE Write-up Content	 **PIC: Hussin** **PIC: Hajar** **PIC: Zesha** **PIC: Ethan** **Monitored by: Ethan**	**Tuesday 16/8/2022 10:30 AM**

| 3. | **Website & Company Profile Revamp & Improvement**

-Website functionalities update the pillar (Design).

-Produce animated Corporate Short Video to upload to Alphacore Website at next to Company Profile column.

Amsyar - Scope of Works
- Website Coding
- Web builder template coding
- Backend S.O.P (Step 1 – Step 5)
- Uncle Roger (TBA)

Hussin - Scope of Works
- studying and deploying the 8 pillars module in mobile view responsive
- web builder template frontend coding
- 3 website templates (pending 3 more template development)
- Housekeeping website grammar & typo error before forward to Amsyar

Alphadash (Dashboard)

1a) HRMS
   - PR Form format (**DONE**)
     Miera will pass to Amsyar

Website & Alphadash – Full Demo

Alphadash package, Website development package & Digital Marketing package trial & subscription process

Website Registration
   - Email verification
   - Email validation
   - Default password
   - CMS (Target by this week 12/8)

Alphadash (HRMS) – Full Demo
Purchase Requisition
   - Add in bank account no box. (DONE)
   - Add email notification (DONE) | **PIC: Amsyar**

PIC: Hussin

PIC: Amsyar, Najmi & Hajar

PIC: Miera

PIC: Amsyar | **Tuesday 16/8/2022 11:30 AM** |
| 3. | | |

- Status – submitted, verified, approved / rejected (DONE)
- No remarks box for rejected
Memo
   - Plugin error (DONE)
   - Box alignment (DONE)
 	
Facility Booking
   - Add item
   - Add department **(DONE)**
 	
Salary
   - Payslip (Cannot save)
   - Change the payslip details to salary details (DONE)
   - CMS for claim type
   - Calculation for unpaid leave
   - Payslip generated (DONE)
   - Edit button not function
   - Calculation
   - Edit & Delete not working
 	
Claim
   - Upload documents (DONE)
   - Edit (DONE)
   - Disable action button for approved status (DONE)
   - Cut of date for claim (CMS)
   - Attachment document (show) (DONE)
   - Pending for template (email)(DONE)
 	
Leave
   - Calculation
 	
Download Proposal
   - Pending (DONE)
   - Email verification
 	
Employee Handbook
   - Target complete (3/8/2022)
   - Pending download (DONE)
   - Show at Dashboard
 	
Calender			

Alphadash (Sales & Marketing) – Full Demo - Alignment (DONE) - Database issue (DONE) - Login email (DONE) - Calendar integration with HRMS (DONE) - Invoice, Quotation,Sales Order, Delivery order- Send by Jasmine	**PIC: Najmi**	
Alphadash (Project Management) – Full Demo - Editable table (DONE) - Rename - Project Services -> Product & Services (DONE) - Add notification alert through email - Editable project value (DONE) - Variable Order Menu - Employee -> Project Team (Summary of each project / member) (DONE)	**PIC: Hajar**	
Alphadash (Inventory) Stakeholders (DONE) - Customer - Dealer / Partner - Vendor / Supplier Stock in module (DONE) Stock out Product: Attachment **Result UAT Alphadash** UAT Start (12/08/2022) UAT End (15/08/2022) HRMS (Group A) : 12/08 - 15/08 - 1. Miera (user & admin) - 2. Jasmine (user & admin) - 3. Ethan (admin)	**PIC: Wan Mukhlis**	

	Sales & Marketing (Group B) : 12/08 - 15/08 - 1. Zesha (user) - 2. Izzati (user) - 3. Ethan (admin) Project Management (Group C) : 12/08 - 15/08 - 1. Najmi (user) - 2. Wan (team lead) - 3. Ethan (admin)	**Monitored by: Ethan**	
4.	**ACO Gateway & Alphadash** - Draft process flow - Wan to proposed new module development based on SME / SMI segment **Monitored by: Ethan**	**PIC: Wan**	**Tuesday 16/8/2022 12:00 PM**

5.	**Sales, Marketing & Project Management Meeting**
	- Sales PITCH PPT Complete Version
	- Company Sec and Partnership Listing
	- Telemarketing Script & Role Play
	- GTM Strategies & Plans Corporate Presentation
	
	Individual Projection Slide (max **5 slides**)
	- Decide which Industry to go to
	(Suggested: automotive, gold, pawn shop)
	- In the slides, analyse:
	  • Which system?
	  • What is the suitable system?
	  • What is the potential market?
	  • Ways to approach?
	  • How to meet business owners?
	  • How to close the deal?
	- Each marketer cannot showcase the same industry.
	
	Hazi Corporate Services Sdn Bhd
		PIC: Ethan, Sara, Zesh & Izzati
		
		PIC: Sara / Zesha / Izzati / Ethan
		
		PIC: Izzati
			Wednesday 17/8/2022 10:30 AM

	- NDA and Partnerships agreement - Identify an executor from Hazi to discuss and meet potential clients - Create 1 independent slide on Hazi's part Company Secretary - After gaining signature from comsec, get their approval to record testimonials - Showcase their logo on company's website (testimonials) Company's Website - Remove testimonials without consent - Remain testimonials with consent Weekly Submission - Submit **B.O. and Lead report** to Ethan every FRI before lunch hour - Comsec summary - 1 Page of Clients/Partners Business Cards (Scan) Focus on Beauty & Wellness Market	**PIC: Zesha/Izzati** **PIC: Sara/Zesha/Izzati** **PIC: Sara** **Monitored by: Ethan**	
6.	**Weekly Management Report** Project management report a. Technical & Design Team b. Digital Marketing Team c. Project Management Team Business Opportunity (BO)Report	a. **Amsyar ,Wan,Hussin , & Najmi** b. **Mia** c. **Sara, Zesha & Izzati** **Monitored by: Ethan**	**Every Friday Submission to CEO**
7.	**Human Resource & Admin** - Expenses Report - Payment Summary Report (Office) - Petty Cash Report - Candidate List Report - Monthly Claim Report Salary Report	**PIC: Miera & Jasmine**	Every 15th

8.	**Commercial Documentations** **-** Cover Letterhead. - Proposal Cover Page. - Quotation. - Invoices. - Payment Voucher. - Etc business templates - Agreements templates (Partnership Agreement, Clients Service Agreement & etc commercial agreement templates).	**PIC: Ethan**	Progress review of documentation for finalization by the C-Level. Presentation updates previous meeting Final Review of all documents in Dropbox
9.	- Meetings take note of group discussions, recommendations, and plans.	All Department	Day, Date and Time that has been assigned to all departments

Prepared of Minutes,   Verified of CEO,

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Nur Atikah Amirah Binti Md Rosseli   Dato' Dr. Ace Wong T.S
Human Resource & Admin Manager   Chief Executive Officer

12/8/2022