



ALPHACORE TECHNOLOGY SDN BHD
MINUTE OF MEETING
NO 026/008/2022

Date : 5th 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.	<p>Website & Company Profile Revamp & Improvement</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.</p> <p>Amsyar - Scope of Works</p> <ul style="list-style-type: none">- Website Coding- Web builder template coding- Backend S.O.P (Step 1 – Step 5)- Uncle Roger (TBA) <p>Hussin - Scope of Works</p> <ul style="list-style-type: none">- 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 <p>Alphadash (Dashboard)</p> <p>1a) HRMS</p> <ul style="list-style-type: none">- PR Form format Miera will pass to Amsyar- DONE <p>Website & Alphadash – Full Demo</p> <p>Alphadash package, Website development package & Digital Marketing package trial & subscription process</p> <p>Website Registration</p> <ul style="list-style-type: none">- Email verification <p>Alphadash (HRMS) – Full Demo</p> <p>Purchase Requisition</p> <ul style="list-style-type: none">- Add in bank account no box.- Add email notification- Status – submitted, verified, approved / rejected	<p>PIC: Amsyar</p> <p>PIC: Hussin</p> <p>PIC: Amsyar, Najmi & Hajar</p> <p>PIC: Miera</p> <p>PIC: Amsyar</p>	<p>Monday 8/8/2022 10:30 AM</p>



<p>Memo</p> <ul style="list-style-type: none"> - Plugin error <p>Facility Booking</p> <ul style="list-style-type: none"> - Add item - Add department <p>Salary</p> <ul style="list-style-type: none"> - Payslip <p>Claim</p> <ul style="list-style-type: none"> - Upload documents <p>Leave</p> <ul style="list-style-type: none"> - Calculation <p>Download Proposal</p> <ul style="list-style-type: none"> - Pending <p>Employee Handbook</p> <ul style="list-style-type: none"> - Target complete (3/8/2022) <p>Alphadash (Sales & Marketing) – Full Demo</p> <ul style="list-style-type: none"> - Alignment & database issue - Login email - Calendar integration with HRMS <p>Alphadash (Project Management) – Full Demo</p> <ul style="list-style-type: none"> - Editable table of - Rename - Project Services -> Product & Services - Add notification alert through email <p>Menu</p> <ul style="list-style-type: none"> - Employee -> Project Team (Summary of each project / member) <p>Alphadash (Inventory)</p> <p>Stakeholders</p> <ul style="list-style-type: none"> - Customer - Dealer / Partner - Vendor / Supplier 	<p>PIC: Najmi</p> <p>PIC: Hajar</p> <p>PIC: Wan Mukhlis</p> <p>Monitored by: Ethan</p>	
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2.	ACO Gateway & Alphadash <ul style="list-style-type: none"> - Draft process flow - Wan to proposed new module development based on SME / SMI segment 	PIC: Wan Monitored by: Ethan	Monday 8/8/2022 11:30 AM
3.	Digital Marketing & Social Media for Alphacore Technology Sdn Bhd <ul style="list-style-type: none"> - Prepare the concept sample and planning involves social media calendar, content. Update Campaign (Jom Hackathon) updates and budgeting <ul style="list-style-type: none"> - 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 31 st 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	Thursday 11/8/2022 10:30 AM
4.	Sales, Marketing & Project Management Meeting <ul style="list-style-type: none"> - Sales PITCH PPT Complete Version - Company Sec and Partnership Listing - Telemarketing Script & Role Play - GTM Strategies & Plans Corporate Presentation 	PIC: Ethan, Sara, Zesh & Izzati	Friday 12/8/2022 10:30 AM



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<p>Individual Projection Slide (max 5 slides)</p> <ul style="list-style-type: none"> - Decide which Industry to go to (Suggested: automotive, gold, pawn shop) - In the slides, analyse: <ul style="list-style-type: none"> • 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. 	<p>PIC: Sara / Zesha / Izzati / Ethan</p>	
<p>Hazi Corporate Services Sdn Bhd</p> <ul style="list-style-type: none"> - NDA and Partnerships agreement - Identify an executor from Hazi to discuss and meet potential clients - Create 1 independent slide on Hazi's part 	<p>PIC: Izzati</p>	
<p>Company Secretary</p> <ul style="list-style-type: none"> - After gaining signature from comsec, get their approval to record testimonials - Showcase their logo on company's website (testimonials) 	<p>PIC: Zesha/Izzati</p>	
<p>Company's Website</p> <ul style="list-style-type: none"> - Remove testimonials without consent - Remain testimonials with consent 		
<p>Weekly Submission</p> <ul style="list-style-type: none"> - Submit B.O. and Lead report to Ethan every FRI before lunch hour - Comsec summary - 1 Page of Clients/Partners Business Cards (Scan) 	<p>PIC: Sara/Zesha/Izzati</p>	



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	Focus on Beauty & Wellness Market	PIC: Sara Monitored by: Ethan	
5.	Result for UAT- Alphadash UAT Start (8/08/2022) UAT End (12/08/2022) HRMS (Group A) : 8/08 - 12/08 - 1. Miera (user & admin) - 2. Jasmine (user & admin) - 3. Ethan (admin) - Sales & Marketing (Group B) : 8/08 - 12/08 - 1. Zesha (user) - 2. Izzati (user) - 3. Ethan (admin) Project Management (Group C) : 8/08 - 12/08 1. Najmi (user) - 2. Wan (team lead) - 3. Ethan (admin) Project Management - Graph of project progress Sales & Marketing - Profile company / picture bug : Completed - Logo bug: Completed - Improvised Picture / Logo : Standardize shape format Calendar integration between HRMS & S&M module	PIC: Miera / Jasmine / Ethan PIC: Zesha / Izzati / Ethan PIC: Najmi / Wan / Ethan PIC: Hajar PIC: Najmi Monitored by: Ethan	Friday 12/8/2022 11:30 AM
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)	PIC: Miera & Jasmine	Every 15 th



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	<ul style="list-style-type: none">- Petty Cash Report- Candidate List Report- Monthly Claim Report- Salary Report		
8.	Commercial Documentations <ul style="list-style-type: none">- 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,

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Nur Atikah Amirah Binti Md Rosseli
Human Resource & Admin Manager

Verified of CEO,

On Behalf

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

5/8/2022