



ALPHACORE TECHNOLOGY SDN BHD
MINUTE OF MEETING
NO 029/008&009/2022

Date : 26th 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 | Ahmad Najmi Bin Sidek | Software Developer (Fullstack) |
| 12 | Nur Izzati Binti Kamaruzaman | Corporate Marketing & Communication Executive |



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| NO | AGENDA | TEAM | ACTION |
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| 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. (DONE)</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 (DONE) Miera will pass to Amsyar <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 (DONE)- Email validation (DONE)- Default password (DONE)- Email must include with user name & password (DONE) <p>Alphadash (HRMS) – Full Demo</p> <p>Purchase Requisition</p> <ul style="list-style-type: none">- Add in bank account no box. (DONE)- Add email notification (DONE) | <p>PIC: Amsyar</p> <p>PIC: Hussin</p> <p>PIC: Amsyar, Najmi & Hajar</p> <p>PIC: Miera</p> <p>PIC: Amsyar</p> | <p>Monday 29/8/2022 10:30 AM</p> |



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| | <ul style="list-style-type: none">- Status – submitted, verified, approved / rejected (DONE)- No remarks box for rejected- Change the action button icon (Approved, Rejected....) <p>Memo</p> <ul style="list-style-type: none">- Plugin error (DONE)- Box alignment (DONE) <p>Facility Booking</p> <ul style="list-style-type: none">- Add item (DONE)- Add department (DONE)- Cannot duplicate booking at the same time <p>Salary</p> <ul style="list-style-type: none">- Payslip (Cannot save) (DONE)- Change the payslip details to salary details (DONE)- CMS for claim type (DONE)- Calculation for unpaid leave- Payslip generated (DONE)- Edit button not function (DONE)- Calculation- Edit & Delete not working <p>Claim</p> <ul style="list-style-type: none">- 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) <p>Leave</p> <ul style="list-style-type: none">- Calculation <p>Download Proposal</p> <ul style="list-style-type: none">- Pending (DONE)- Email verification <p>Employee Handbook</p> <ul style="list-style-type: none">- Target complete (DONE)- Pending download (DONE)- Show at Dashboard (DONE) | | |
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| <p>Calender</p> <p>Alphadash (Sales & Marketing) – Full Demo</p> <ul style="list-style-type: none">- Alignment (DONE)- Database issue (DONE)- Login email (DONE)- Calendar integration with HRMS (DONE)- Invoice, Quotation, Sales Order, Delivery order- Send by Jasmine- Verification- HOD & Finance- Invoice Quotation data must be sync <p>Alphadash (Project Management) – Full Demo</p> <ul style="list-style-type: none">- Editable table (DONE)- Rename - Project Services -> Product & Services (DONE)- Add notification alert through email- Editable project value (DONE)- Variable Order (Edit) (DONE)- Deduct Variable order (DONE)- Description- Project Details <p>Menu</p> <ul style="list-style-type: none">- Employee -> Project Team (Summary of each project / member) (DONE) <p>Alphadash (Inventory)</p> <p>Stakeholders (DONE)</p> <ul style="list-style-type: none">- Customer- Dealer / Partner- Vendor / Supplier <p>Stock in module (DONE)</p> <p>Stock out module (DONE)</p> <p>Current stock Balance</p> <p>Product: Attachment (DONE)</p> | <p>PIC: Najmi</p> <p>PIC: Hajar</p> <p>PIC: Wan Mukhlis</p> <p>Monitored by: Ethan</p> | |
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| 2. | <p>AJE Best-On Sdn Bhd Web & Company Profile Development</p> <p>Website & Company Profile Design</p> <ul style="list-style-type: none"> - Add-on telecommunication content (DONE) <p>Why Choose Us (DONE)</p> <ul style="list-style-type: none"> - Green Renewable Energy - Telecommunication Solutions <p>Privacy Policy (DONE)</p> <p>Website</p> <ul style="list-style-type: none"> - Remove Team & Drop Down Add-on Porfolio (DONE) - Change font colour for about page - add portfolio menu - add images for about page <p>Company Profile</p> <ul style="list-style-type: none"> - services rename for telecommunication | <p>PIC: Hussin</p> <p>PIC: Ethan Chang</p> <p>PIC: Hajar</p> <p>PIC: Hussin</p> <p>Monitored by: Ethan</p> | <p>Thursday 1/9/2022 10:30 AM</p> |
| 3. | <p>Digital Marketing & Social Media</p> <ul style="list-style-type: none"> - To present CN version of Social Media Strategist Campaign (visual & caption) - To list down prizes for September campaign - To prepare visuals for September campaign - Employees introduction video (Dress up). To shoot "Part 2" in office - To amend/update Alphacore Services Corporate Video <p>Hackathon</p> <ul style="list-style-type: none"> - Continue to monitor performance of Jom Hackathon Campaign (for 1 month, until 31st Aug 2022) | <p>PIC: Mia</p> <p>PIC: Mia / Izzati / Hussin</p> <p>PIC: Hussin</p> <p>PIC: Hussin</p> <p>PIC: Hussin</p> <p>Monitored by: Ethan</p> | <p>Thursday 1/9/2022 11:30 AM</p> |
| 4. | <p>Sales, Marketing & Project Management Meeting</p> <ul style="list-style-type: none"> - Sales PITCH PPT | <p>PIC: Ethan, Sara, & Izzati</p> | <p>Friday 2/9/2022 10:30 AM</p> |



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| | <p>CompleteVersion</p> <ul style="list-style-type: none">- Company Sec and PartnershipListing- Telemarketing Script & RolePlay- GTM Strategies & PlansCorporate Presentation <p>Individual Projection Slide (max 5slides)</p> <ul style="list-style-type: none">- Decide which Industry to goto (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>Hazi Corporate Services Sdn Bhd</p> <ul style="list-style-type: none">- Execute plan with the manager to meet clients- Identify which industry of clients- Join their accounting seminar <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>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 | <p>PIC: Ethan, Sara, & Izzati</p> <p>PIC: Izzati</p> <p>PIC: Izzati</p> <p>PIC: Sara /Izzati</p> | |
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| | Business Cards (Scan) - Focus on Beauty & Wellness Market | PIC: Sara Monitored by: Ethan | |
| 5. | 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 & Izzati Monitored by: Ethan | Every Friday Submission to CEO |
| 6. | Human Resource & Admin - Expenses Report - Payment Summary Report (Office) - Petty Cash Report - Candidate List Report - Monthly Claim Report Salary Report | PIC: Miera & Jasmine | Every 15 th |
| 7. | 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 |
| 8. | - 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

26/8/2022