Date : **8th April 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	Derrick Foo Fung Zhi	Software Developer (Fullstack)
8	Wan Mohd Mukhlis Bin W Mahmood	Software Developer (Fullstack)
9	Sara Ooi Siew Seok	Project Manager & Coordinator
10	Jasmine Eu Hui	Finance & Account Manager
11	Ahmad Zuhair Umarah Bin Samseer	Senior Software Developer (Fullstack)
12	Nur Syaffa Husna Binti Zainal Hatiff	Software and Mobile Application Developer (Fullstack)
13	Wan Nurzieti Hafisha Binti Mohamad Hafiz	Corporate Marketing & Communication Executive
14	Ahmad Najmi Bin Sidek	Software Developer (Fullstack)

NO	AGENDA	TEAM	ACTION

1.	**Sales, Marketing & Project Management Meeting**
	
	   - **GTM Strategies & Plans**
	1a)
	   - Corporate strategy
	   - Government strategy
	   - Partnership & Channels Strategy
	
	1b)
	   - Packages operational process flow.
		PIC: Ethan, Sara & Zesha
		
		PIC: Ethan, Amsyar, Hussin & Mia
			Monday 11/4/2022 11:30 AM

2.	**Website & Company Profile Revamp & Improvement** Website functionalities update the pillar (Design). **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	**PIC: Amsyar, Zuhair& Hussin** **Monitored by: Ethan**	**Wednesday 13/4/2022 10:30 AM**

3.	**Digital Marketing & Social Media for Alphacore Technology Sdn Bhd**
	
	   - Prepare the concept sample and planning involves social media calendar, content.
	      Update
	Campaign updates the image & budgeting (Recruitment).
		PIC: Mia ,Hussin & Syaffa
		
		Monitored by: Ethan
			Wednesday 13/4/2022 11:30 AM

4.	**Alphadash (Dashboard)** 2a) HRMS - Time & Attendance Management - Leaves Management - HR Information Management - Notice & Announcement - Facilities Booking - Appearance (Clock in-out/Notification Notice Memo/ Facility Company (Room)/ Project/ Job Vacancies). - Functionality the HRMS 2b) Sales & Marketing Module - KPI vs Actual Report - Real Time Performance Status - Sales Force Management 2c) Project Management Module - Manpower Resources - Project Status - Project Tracking (Appearance & Design) / HR/Project Management / Sales.	**PIC: Derrick, Hussin, Syaffa, Najmi & Miera** **Monitored by: Ethan**	**Thursday 14/4/2022 10:30 AM**
5.	**Sales, Marketing & Project Management Meeting** - **GTM Strategies & Plans** 1a) - Corporate strategy - Government strategy - Partnership & Channels Strategy 1b) - Packages operational process flow.	**PIC: Ethan, Sara,Zesha & Miera** **PIC: Ethan, Amsyar, Hussin & Mia**	**Friday 15/4/2022 10:30 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,Derrick,Wan,Hussin,** **b. Mia & Ariff** **c. Sara** **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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                                                                                    On Behalf
Nur Atikah Amirah Binti Md Rosseli   Dato' Dr. Ace Wong T.S
Human Resource & Admin Manager   Chief Executive Officer

11/4/2022