Date : 9th 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



NO	AGENDA	TEAM	ACTION
1.	Sales, Marketing & ProjectManagement Meeting - Sales PITCH PPT CompleteVersion - Company Sec and PartnershipListing - Telemarketing Script & RolePlay - GTM Strategies & PlansCorporate Presentation Individual Industry:	PIC: Ethan, Sara, & Izzati	
	Motorcycle Industry - Emphasize on which segment and objectives	PIC: Ethan	
	Automotive Industry - Specific target market - To add some human elements to current slides	PIC: Izzati	
	Gold Smith Industry - To replace project management module to inventory system model - To share slides to team as	PIC: Sara	Monday 12/9/2022 10:30 AM
	standardize design reference Company Secretary - Check on pending account signing with LKT & Associates with Mr Chan	PIC: Izzati	
	 Follow up Zesha's remaining accounts (remark who take over for which accounts) 	PIC: Izzati/ Ethan	
	Package to sell directly to Company Secretary (company profile enhancing, ppt/booklet/, and website) - New entry package - Enhancement package Prepare package commission with added value and discounts Prepare Two (2) Consent Form	PIC: Ethan	

	NO U.	31/009/2022	
	 To get logo for clientele reference (raw file etc.) Request for customer testimonial and feedback on Alphadash 		
	Capture and showcase AJE case in simple power point to show case as example for comparison before and after for website enhancement		
	To discuss with Andrew for localize package during upcoming DG1 event	PIC: Ethan	
	Weekly Submission - Submit B.O. and Lead report to Ethan every FRI before lunch hour	PIC: Izzati/ Sara	
	Comsec summary	Monitored by: Ethan	
2.	Website & Company Profile Revamp & Improvement	PIC: Amsyar	
	-Website functionalities update the pillar (Design).		
	-Produce animated Corporate Short Video to upload to Alphacore Website at next to Company Profile column. (DONE)	PIC: Hussin	Tuesday 13/9/2022
	Amsyar - Scope of Works - Website Coding - Web builder template coding - Backend S.O.P (Step 1 – Step 5) - Uncle Roger (TBA)		2:30 PM
	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)	PIC: Amsyar, Najmi & Hajar	
	1a) HRMS - PR Form format (DONE) Miera will pass to Amsyar	PIC: Miera	

Website & Alphadash - Full Demo

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

Website Registration

- Email verification (DONE)
- Email validation (DONE)
- Default password (DONE)
- Email must include with user name & password (DONE)

Alphadash (HRMS) – Full Demo

Purchase Requisition

- Add in bank account no box. (DONE)
- Add email notification (DONE)
- Status submitted, verified, approved / rejected (DONE)
- No remarks box for rejected
- Change the action button icon (Approved, Rejected....)

Memo

- Plugin error (DONE)
- Box alignment (DONE)

Facility Booking

- Add item (DONE)
- Add department (DONE)
- Cannot duplicate booking at the same time

Salary

- 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

Claim

- Upload documents (DONE)
- Edit (DONE)

PIC: Amsyar



-	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 (DONE)
- Pending download (DONE)
- Show at Dashboard (DONE)

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 (DONE)
- Verification- HOD & Finance
- Invoice Quotation data must be sync (DONE)
- Revised document flow
- SST for quotation
- Acceptance for quoatation
- Can only generate invoice without quotation

Alphadash (Project Management) – Full Demo

- Editable table (DONE)
- Rename Project Services -> Product & Services (DONE)
- Add notification alert through email
- Editable project value (DONE)

PIC: Najmi

PIC: Hajar

	NO 0	31/009/2022	
	 Variable Order (Edit) (DONE) Deduct Variable order (DONE) Description (DONE) Project Details Menu Employee -> Project Team (Summary of each project / member) (DONE) Alphadash (Inventory) Stakeholders (DONE) Customer Dealer / Partner Vendor / Supplier Stock in module (DONE) Current stock Balance (DONE) Product: Attachment (DONE) Year for Filter (DONE) Supplier role 	PIC: Wan	
	Dashboard (DONE)Retrieved change to Returned	Monitored by: Ethan	
3.	AJE Best-On Sdn Bhd Web & Company Profile Development		
	Company Profile - All slide alignment - Services – Break into 2 categories (Green Renewable Energy & Telecommunications) - Green Renewable Energy arrangement - 6 category services arrange sequence (Telco Hybrid Solar Solutions, Industrial / Enterprise, Residential / New Property, Microgrid, IPV LED, EV) - Telecom Solutions - 6 category services arrange sequence (Telecom Fibre Deployment, Microwave Installation, Telecom Equipment Installation, TI &	PIC: Hussin	Tuesday 13/9/2022 3:30 PM

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	CME (Full Turn Key), Backhaul & Inbuilding (IBS) Installation, Network Optimization & Remote Monitoring System		
	(RMS) - Portfolio		
	- Licenses & Partners		
	- Network Optimization & Remote Monitoring System (RMS) content write-up	PIC: Ethan	
	Website - Pending Hussin images and updated design Housekeeping	PIC: Hajar	
		Monitored by: Ethan	
4.	Digital Marketing & Social Media		
	 Run and monitor CN version of Social Media Strategist Campaign for 2 weeks (8th Sept – 22nd Sept 2022) 	PIC: Mia	
	 To list down prizes with estimated price for September campaign 	PIC: Mia / Izzati / Hussin	Wednesday
	 To prepare visuals for September campaign 	PIC: Hussin	14/9/2022 3:30 PM
	- Employees introduction video (Dress up). To shoot "Part 2" in office	PIC: Hussin	
	- To amend/update Alphacore Services Corporate Video	PIC: Hussin	
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5.	Weekly Management Report		
	Project management report a. Technical & Design Team b. Digital Marketing Team c. Project Management Team	a. Amsyar ,Wan,Hussin , & Najmi b. Mia	Every Friday Submission to CEO
	Business Opportunity (BO)Report	c. Sara & Izzati Monitored by: Ethan	
6.	Human Resource & Admin - Expenses Report	PIC: Miera & Jasmine	
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	 Payment Summary Report (Office) Petty Cash Report Candidate List Report Monthly Claim Report Salary Report 		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,

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