Date : **22nd July 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

ALPHACORE

ALPHACORE TECHNOLOGY SDN BHD
MINUTE OF MEETING
NO 024/007/2022

NO	AGENDA	TEAM	ACTION
1.	**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 - 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 1b) Sales & Marketing Module - KPI vs Actual Report - Real Time Performance Status - Sales Force Management 1c) Project Management Module - Manpower Resources	**PIC: Amsyar** **PIC: Hussin** **PIC: Amsyar, Najmi & Hajar**	**Monday 25/7/2022 3:00 PM**

	- Project Status - Project Tracking (Appearance & Design) / HR/Project Management / Sales. **Website & Alphadash – Full Demo** - Alphadash package, Website development package & Digital Marketing package trial & subscription process - Alphadash full functioning demo	**PIC: Amsyar** **Monitored by: Ethan**	
2.	**Sales, Marketing & Project Management Meeting** - Sales PITCH PPT Complete Version - Company Sec and Partnership Listing - Telemarketing Script & Role Play - GTM Strategies & Plans Corporate Presentation	**PIC: Ethan, Sara, Zesh & Izzati**	**Tuesday 26/7/2022 10:30 AM**
3.	**ACO Gateway & Alphadash** - Draft process flow - Wan to proposed new module development based on SME / SMI segment	**PIC: Wan** **Monitored by: Ethan**	**Tuesday 26/7/2022 3:00 PM**
4.	**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 - Social Media Strategist Campaign – **Discontinue.**	**PIC: Mia, Hussin & Izzati** **PIC: Hussin** **PIC: Mia**	**Wednesday 27/7/2022 10:30 AM**

	- Arranging setup interview session - Timothy Chen, Joanne Wong & Anamika.	**PIC: Mia / Miera**	
	- Subscribe another FB & IG 1,000 likes. Might subscribe more pending FB latest update algorithm	**PIC: Mia / Ethan**	
	- TikTok – Post all 3 videos (Alphadash Teaser 1, Teaser 2, Teaser 3)	**PIC: Mia**	
	- Employees introduction video (Dress up)	**PIC: Hussin**	
	Website		
	- Animation (pause / play button) with voice	**PIC: Hussin**	
	Hackathon Continue monitor until 31st July	**PIC: Mia**	
		Monitored by: Ethan	
5.	**Alphadash** UAT Start (25/07/2022) UAT End (29/07/2022)		
	HRMS (Group A) : 25/07 - 27/07 - 1. Miera (user & admin) - 2. Jasmine (user & admin) - 3. Ethan (admin) -	**PIC: Miera / Jasmine / Ethan**	
	Sales & Marketing (Group B) : 25/07 - 27/07 - 1. Zesha (user) - 2. Izzati (user) - 3. Ethan (admin)	**PIC: Zesha / Izzati / Ethan**	**Friday 29/7/2022 10:30 AM**
	Project Management (Group C) : 25/07 - 27/07 - 1. Najmi (user) - 2. Wan (team lead) - 3. Ethan (admin)	**PIC: Najmi / Wan / Ethan**	
	Project Management - Graph of project progress	**PIC: Hajar**	
	Sales & Marketing - **Profile company / picture bug : Completed**	**PIC: Najmi**	

	- **Logo bug: Completed** - Improvised Picture / Logo : Standardize shape format Calendar integration between HRMS & S&M module	**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   ………………………………………..
Human Resource & Admin Manager   Dato' Dr. Ace Wong T.S
                                                         Chief Executive Officer

22/7/2022