

GROUP 6(G6)Urgent MEETING

75 Minutes

26th February 2021

Meeting date | time 26th February 2021 | Time 10.05 p.m. | Meeting location (Through) Google Meet

Opening:

The meeting was proposed by Misya Anis Aqilah Binti Tarmizi and was suggested at 11.31 p. m. and it was being held through Google Meet.

Present:

Nurul Zofirah Binti Yusni
Misya Anis Aqilah Binti Tarmizi
Siti Nur Hikmah Binti Mohd Edafi
Kayelvily Murugesan
Mohamad Amir Afiq Bin Mohamad Amon

Absent:

None

Approval of Agenda:

The agenda was unanimously approved as distributed.

Approval of Minutes:

The minutes of the meeting were unanimously approved as distributed.

Confirmation of Previous Minutes:

- Minutes of the G6 Meeting 02/2021 were duly reviewed and confirmed with slightly changes.

Agenda from the previous meeting:

- The meeting with the members of 24th February was about divided roles and responsibilities, what is all about the event, the process of the event planning and discussion about budgeting and also the equipment needed.
- Make a contingency plan.

Matter Arising:

Pre-planning:

- Re-structured the event
 - Came out with re-construction ideas because we have overlooked our ideas regarding the upcoming event.
- Name of the event and the hashtag
 - Everyone agreed to name our event “Do Kisah” as what was proposed by Nurul Zofirah Yusni. Followed by the hashtag : #HelpYOUthKita #DoKisahIUMW #IUMW #CharityEvent #Donation #MicroBusiness #2021
- Fee for the entrance
 - Discussed the fee for the entrance where the business owner needs to pay RM5.
- An agreement letter is needed for execution to the micro businesses.
- Came out with a list of the micro businesses suggestions to join our event.

The solution to the matters:

- Muhammad Amir Afiq suggested making a fee entrance for each business owner.
- Misya Anis Aqilah proposed the ideas for one person of the members to handle two businesses in order to make it fair.
- Wanted to have an agreement letter when making a deal with the micro-businesses to avoid misunderstanding and to have proof that they are willing to participate in our event.
- Kayelvily Murugesan put forward the idea of using one code that we specified for those customers that buy from our account then from it, we can know how many people purchases from our promotion

Agenda for the next meeting:

- Name of the event.
- Preparation for the event.
- Finalise the proposal.

Adjournment:

The meeting was adjourned at 11.21 PM by Nurul Zofirah Binti Yusni. Muhammad Amir Afiq was dismissed at 10.25 AM with a reason to prepare for his part-time job which required him to work at noon. As for Siti Nur Hikmah was needed to leave for personal issues at 10.58 AM. The next general meeting will be announced in the Whatsapp group.

Minutes submitted by:



Nurul Zofirah Binti Yusni

Secretary

Approved by:

Misya Anis Aqilah Binti Tarmizi

Project Manager
