

## EXERCISE

**Based on the below information, as a secretary you are required to prepare complete and accurate:**

### **MINUTES OF MEETING**

- Monthly Staff Meeting on 04 November 2024
- The meeting will held at 8.30 a.m. in Meeting Room
- Dato' Wan Ilyas bin Wan Ibrahim - the chairman for that meeting
- All staffs are compulsory to attend & bring the report
- Last meeting on 07 October 2024
- Next meeting on 0494 December 2024
- Adjourn – 11.00 a.m
- The members of the meeting 9 staffs include Chairman and secretary
- Jaya Chandran and Adam Fikri was absent last meeting
- No matter arising
- Any other business: planning for family day event at the end of the year
- You as a secretary at MOMENTOM TRADING SDN. BHD. are required to transcribe the minutes of meeting.

Below are the following sides heading for the contents of the minutes:

- ✓ Place of Meeting
- ✓ Members Present
- ✓ Apologies for Absent
- ✓ Minutes of Last Meeting
- ✓ Matters Arising
- ✓ 5S Talks
- ✓ Research & Development Software Proposal
- ✓ Financial Report
- ✓ Computers & Systems
- ✓ Employees Appraisal Form
- ✓ Date and Time of the Next Meeting
- ✓ Adjournment