

MEETING NAME MEETING MINUTES

Location: Microsoft Teams
Date: 1/6/2021
Time: 10.00 A.M
Facilitator: Jasmin
Amirul
Syahirah
Cassie

Agenda Items

1. Change meeting style. Have a meeting minutes taker every session. Rotational role. Amirul to take notes for (1/6/2021).
2. Weekly OBTO meetings to be thrice weekly (Monday/Wednesday/Friday).
3. Feedback on risk awareness meeting on (25/5/2021). Reminder to weigh risk in any project(s).
4. Reminder of Call Tree System in case of any emergency. Failure to comply with affect risk points and management.
5. Transformation budget raise rejected. Need to reprioritize projects. Robotic Process Automation (RPA) applied to finance and examination department. To implement in core processes. To drop chatbot advancement for this year (2021) and resume in the future.
6. Come up with new performance driver ideas.

Action Items	Owner(s)	Deadline	Status
Meeting minute taker	Amirul	9/6/2021	Complete