



HAZIQ, TEO & CO.
- Advocates & Solicitors -



AMIR TAN & ASSOCIATES
ADVOCATES & SOLICITORS

MINUTES OF MEETING 01

Messrs Haziq, Teo & Co. & Messrs Amir, Tan & Associates

Date : 6 November 2023 (Monday)
Time : 1.30 p.m. - 2.45 p.m.
Venue : Law Chamber 1 UUM COLGIS
Our Ref : HTC/ESULAM/23001/TCL/HZQ (FIRM 3);
AT.ESULAM23001.M1 (FIRM 4)

Agenda :
1. Update the outcome of meeting with MRSM Kubang Pasu
2. Formation of Committee
3. Task Distribution
4. Planning of the event

Present :

Firm 3	Firm 4
Teo Chung Loong	Anis Syafiqah Binti Yusuf
Haziq Bin Muhamad Shahal	Amir Aiman Bin Othman
Ain Nadhirah Binti Zulkifli	Wong Jiang Jiang
Muna Khadijah Binti Ismail	Tan Li Xuan
Anis Sofea Binti Anuar	Anis Syamimi Binti Kamal Azira
Wong Keh Ying	Nurul Arina Binti Hazman



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Purpose : The purpose of this meeting is to inform all the committees about the latest development of the program and also discuss and plan all the relevant matters for stage 2 & 3 of the program.

Subject Matter:

NO.	ITEM	ACTION BY
1.	Formation of Committee President: Haziq Bin Muhamad Shahal Vice President: Anis Syafiqah Binti Yusuf Treasurer: Nurul Arina Binti Hazman Secretary: Teo Chung Loong Multimedia & Promotional Team: 1. Wong Keh Ying 2. Muna Khadijah Binti Ismail 3. Ain Nadhirah Binti Zulkifli 4. Tan Li Xuan 5. Anis Syamimi Binti Kamal Azira Souvenir & Decoration Team: 1. Amir Aiman Bin Othman 2. Wong Jiang Jiang 3. Anis Sofea Binti Anuar	All
2.	Update for the meeting with MRSM Kubang Pasu dated 06 November 2023 1. Venue: Hall of MRSM Kubang Pasu (Capacity: 300+ persons)	Haziq, JJ, Amir, KY



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	2. Date: 30/11/2023 (Thursday) or 29/11/2023 (backup date) [subject to confirmation by Haziq] 2.1 Haziq will get confirmation from PIC from MRS M 3. Time: 3:00 PM- 6:30 PM [subject to confirmation by Haziq] 4. Number of Participants: 122 students (Form 4) 5. Person in charge for MRS M Kubang Pasu: Encik Abu Zaki bin Ahmad Affandi (Pengetua) 6. Budget: RM20 per person (self-contribution) + RM100 from SOL allocation													
3.	Task distribution: <table border="1"> <thead> <tr> <th>PERSON IN CHARGE</th><th>RESPONSIBILITY</th><th>DEADLINE</th></tr> </thead> <tbody> <tr> <td>HAZIQ & ANIS</td><td>Set timeline and task distribution</td><td>12 November 2023</td></tr> <tr> <td>HAZIQ & ANIS</td><td> - Liaise with lecturers and PIC from MRS M Kubang Pasu - Discuss site visit date </td><td>13 November 2023</td></tr> <tr> <td>TEO</td><td>Finalise program tentative and prepare</td><td>16 November 2023 (for</td></tr> </tbody> </table>	PERSON IN CHARGE	RESPONSIBILITY	DEADLINE	HAZIQ & ANIS	Set timeline and task distribution	12 November 2023	HAZIQ & ANIS	- Liaise with lecturers and PIC from MRS M Kubang Pasu - Discuss site visit date	13 November 2023	TEO	Finalise program tentative and prepare	16 November 2023 (for	All
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		minutes meeting	tentative)		
	SOUVENIR & DECORATION TEAM	• Survey & list out the price of all the plaque, gift for souvenir and decoration • Buy the decided items as per agreement of all members	19 November 2023		
	MULTIMEDIA & PROMOTIONAL TEAM	Complete design of banner, standardised template and the 2 streamers (1 for each firm)	19 November 2023		
	MULTIMEDIA & PROMOTIONAL TEAM	Complete brochure details (1 for each firm)	23 November 2023		



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	SOUVENIR & DECORATION TEAM	Print the streamer, banner, and brochures	25 November 2023	
	ARINA	Contact and confirm the food and drinks order	26 November 2023	
	SOUVENIR & DECORATION TEAM	All the items bought online already arrived	26 November 2023	
	ALL	Prepare the decoration at the event place	1 Day before TBD	
	HAZIQ & ANIS	Find and obtain 2 streamer stands	1 Day before TBD	
	ARINA	Collect the food and drink	TBD	
	HAZIQ	Director's speech	TBD	
	MULTIMEDIA &	One member as	TBD	



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	PROMOTIONAL TEAM	cameraman for the event	
	EACH FIRM	Be the facilitator during other firm's presentation	TBD

Prepared and signed by:

NAME: Teo Chung Loong (Secretary)

NRIC No.: 010813-10-0973

DATE: 06 November 2023

Approved and signed by:

NAME: Haziq Bin Muhammad Shahal (President)

NRIC No.: 010509-10-1277

DATE: 07 November 2023



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APPENDIX



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Figure 1: Meeting Dated 06 November 2023