



Minutes of IT Department Meeting (04/16)

Date : 13th & 16th May 2016 (Friday & Monday)
Time : 4.30 pm - 6.23 pm (13/5), 4.30 pm - 6.17 pm (16/5)
Venue : Meeting Room, New Wing, Level 1,
 SALIHIN, 555 Jalan Samudra Utara 1,
 Taman Samudra, 68100 Batu Caves, Selangor.

Present:

1. En. Salihin b. Abang, **Chairman**
2. En. Mohd. Aizat b. Jamil (AJ)
3. En. Akmaluddin b. Mustajid (AM)
4. En. Wan Mohd Iskandar b. Wan Omar (WI)
5. Cik Farhana bt. Zahari (FZ)
6. En. Nursalikeen b. Saparai (SS)
7. En. Fakhirul Hilmi b. Muhamad Kamil (FH)
8. Pn. Farah Zafirah bt. Ahmad (FA)
9. En. Muhamad Firdaus b. Md Rahman (FR)
10. En. Mohd Norhijrah b. Rahmat (NR)
11. En. Farid Firdaus b. Zukpeli (FF)
12. En. Syed Muhd. Asyrani Asri b. Wan Abu Bakar (SA)
13. En. Muhammad Hanif b. Ngarisan, **Secretary** (HN)
14. En. Azri Izani b. Abdul Shukor (AI)
15. En. Muhammad Fikri b. Mohd Haris (MF)
16. Cik Azratulham bt. Mahyuddin (AZ)
17. Cik Nur Nabihah bt. Dol Rahim (NN)

Attendance

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PART I - MATTERS ARISING

En. Salihin began the meeting at 4.30 pm (13/5) & 4.30 pm (16/5).

No	Matters Arising	Minutes Item	Approval/Notification/Further Action/Directive	Action By	Deadline	Status
Product Development						
1.	Update SPS into ERP i. Reduce the version, keep it simple & simplified. ii. For the use of Enterprise companies.	-	Further Action	Salikeen	Immediately	In progress
2.	SPS Enhancement En. Akmal brief on new enhancement of SPS. There are few issues raised by En. Salihin: i. Development Team to stop any new major enhancement. ii. All new enhancements will be developing for the next version of SPS v14.2. iii. Documentation updates and project timeline - Flow process, system features, comparison between SPS v14.1 and SPS v14.2. iv. What is the impact on database if simplified the SPS. v. Trainee to make research and study on:- Intuit QuickBooks: (Option to email outstanding balance or customer statement): http://www.intuit.com.my/	-	Notification and Further Action	Development Team	Immediately	Ongoing

	Kingdee (User interface): http://www.kingdee.com.sg/ vi. Customize and modified existing software, SPS into other products:- • Enterprise (Mini ERP) • SME (Below 3 users) • Audit Firm (Licenses) • Student version (Education)					
3.	SPS Module En. Aizat suggest that SPS for SME's, Audt Firm and Student version can use the same module but with different structure. Farid, Hijrah and Firdaus will discuss on the module for these 3 versions of SPS.	-	Further Action	Farid, Hijrah and Firdaus	Immediately	Ongoing
4.	SPS for UiTM Issue: En. Aizat and Firdaus mention that UiTM students keep changing their computer lab and didn't stay at the same computer lab for the whole semester. Suggestion: En. Akmal and Fadhirul suggest that we go for cloud hosting with Exabytes: http://www.exabytes.com.my/ .	-	Further Action	Development Team	Immediately	In progress
5.	Arabic Language in SPS Farid is the person-in-charge for the Arabic language in SPS. En. Salihin ask development team to communicate with Mr. Muntaka and IIUM student to help to monitor and spell checking on Arabic language in SPS.	-	Further Action	Farid & Mr. Muntaka	Immediately	In progress

Sales, Marketing & Support						
1.	TEKUN Update En. Iskandar update that 4 different vendors got this TEKUN project and one of them is SPS team. En. Salihin urges Development, Support and Marketing team to:- • Create different business model. • To add GST module in TEKUN software but hide it first (comment). • Prepare another set of module, full set of balance sheet and opening balance. • Make a research to know which states are mostly registered under TEKUN entrepreneur program. • Create a flow and short introduction of the system. • Review user interface of the software, colours and make it nice and awesome. • New TEKUN dashboard and user interface - PIC: Hanif. • To do research of user interface at Pinterest: https://www.pinterest.com/ PIC: Hanif. • Makes XERO and Intuit QuickBooks as an example.	-	Notification and Further Action	ALL	Immediately	In progress
New Ideas & Innovation						
1.	Business Intelligence Please do some research and come out with ideas and suggestion on business intelligence.	-	Further Action	Salikeen	Immediately	In progress

PART II - MATTERS COMPLETED/DONE

No	Matters Completed	Minutes Item	Approval/Notification/Further Action/Directive	Action By	Deadline	Status
1.	Amendment of SPS i. UM change to Unit Measure ii. Memo change to Notes Replace % position in Zakat Calculation Summary.	SPS Minutes Meeting (200416)	Approval	Development Team	-	Done

PART III - ADJOURNMENT OF MEETING

The meeting was adjourned at 6.23 pm (13/5) & 6.17 pm (16/5) by En. Salihin b. Abang.

Prepared by:  ----- (MUHAMMAD HANIF BIN NGARISAN) IT Product Consultant Date : 19 th May 2016	Reviewed and checked by: ----- (MOHD AIZAT BIN JAMIL) Asst. Director Business Development Date :	Approved by: ----- (SALIHIN ABANG) Managing Partner Date :
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