MINUTES FOR MONTHLY MEETING – 2022 Feb

Date	16 Feb 2022 (Fri)	Time	9:30am
Venue	Jurong Office + Zoom		

Attendance			
Raymond See	Stephanie Loke	Lih Woei	Weng Jun
Fannie Huang	Jasmine Sam (9:40am)	Nicholas Chai (9:40am)	See Mun
Phui San	Yen Chin		

	DESCRIPTION	ACTION BY
1	**Outstanding B/F from Last Month** ❖ **Lee Shiau Hwee payment update** Lee Shiaw Hwee wish to withdraw now and promise will pay the course fee slowly.	Phui Sun
2	**Issues for This Month**	
2.1	**Raymond (CEO)** i) CPE Warning Letter a) Non-Disclosure ➤ We are required to disclose everything at our Official Website and Marketing Collaterals at all times	ALL to take note

Official Website @ Weebly.com

Legal Name of PEI
CPE Reg. No.
Validity for License No.
Facilities (photos and contents)
Management Council
Academic Board
Examination Board
List of Trainers   - Name, Course(s) and Subject(s) must tally with CPE records
List of Courses   - Title, admission, duration and contents
Others
website@omega.edu.sg (omega3530)

Marketing Collaterals

Legal Name of PEI
CPE Reg. No.
Validity for License No.
Course Details   - Title, admission, duration and contents
Trainer Details   - Full Name / Family Name + Initial

		b) Course Fees Collection				Raymond

> b) Course Fees Collection

> ➤ The first installment MUST be BY 5th day of the month in order to collect the second and subsequent instalment BY 5th day of the month.

> ➤ Suggested Solution
> - To opt for IWC from Lonpac
> - Information has been submitted and waiting for quotation

2.2 | **Stephanie (CFO)**

❖ **Monthly Report**

	Cash Budget	Giro Report	Recruitment Report	Withdrawal Report	Student Service Report	Daily Task Report
Jurong	√	√	√	√	√	√
Bugis	√	√	√	√		
Remark						

❖ **Staff behaviour**

1) Please submit all your report on time

   Follow the SOP

~if any delay, must give an explanation

~Can't give any excuse like we are doing boss recruitment project , so have no time for others

2) continue updating the students attendance and others event in daily

Stephanie

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3 | **Working Planning**

3.1 | **Marketing Strategy**

❖ Weng Jun has proposed to creat Standardize passwords for all Social network. Eg Facebook, instragram, Tiktok, 小红书, Gmail, wechat.......

❖ Fannie Huang has suggested after Open Day, all teamers should continue to develop the new potential students especially from the social media online.

❖ Nicholas has proposed that when posted to RED App with the same account whatever from Jurong or Bugis Branch.

3.2	**SMS system operation feedback**	
	❖ Nicholas has reported some students who have withdrawn already but still could login student portal for online lesson. ❖ Jasmine Sam has reported that the attendance record would get confused when students transferred class. ❖ Yen Chin has reported there was company would sponsor one part of course fee for students, but they found that the course fee was different on Omega website from our promotion price. ❖ Stephanie has instructed Fannie to record it and feedback to CEO for solution.	
4	**Others**	
	Weng Jun has proposed to create a whatsApp group for all omega exsting student for update inform. Eg Exam Notice, Events Activities, Opendays...... The next meeting will be held on 11th March 2022, Friday 10am.	

PREPARED BY	
Fannie Huang	
ACKNOWLEDGED AND APPROVED BY	
Raymond See	
Stephanie Loke	