

MINUTES FOR MONTHLY MEETING – 2021 DEC

Date	3 Dec 2021 (Thu)	Time	10:00am
Venue	Jurong Office + Zoom		
Attendance			
Raymond See	Stephanie Loke	Lih Woei	Weng Jun
Fannie Huang	Yi Zhuang	Jasmine Sam	Nicholas Chai
See Mun	Phui San	-	-

	DESCRIPTION	ACTION BY
1	Outstanding B/F from Last Month	
1.1	❖ <u>E-Student Request Form</u> Since all of student request form start used by spreadsheets, so it is faster and easier to solving issues and print the summary list as Student Service Report.	Fannie
1.2	❖ <u>Lee Shiau Hwee Payment Report</u> Nicholas has been requested to make more detail payment report of Lee Shiau Hwee.	Nicholas
1.3	❖ <u>Evaluation Form Report</u> Nicholas has reported that the number of FA/MA/CR class which completed the evaluation form has reached more than 50%.	Nicholas
1.4	❖ <u>Zoom class attendance rate</u> Stephanie has instructed all admin staffs must complete the student attendance record. And Fannie is also requested to prepared the EDFA Exam Candidate Listing as soon as possible.	ALL
1.5	❖ <u>Course Preview Online</u> YiZhuang has updated the Two seminar status on 4 Dec and 6 Dec. Stephanie has recommended all staffs actively participate and continue to follow up more potential students.	ALL
2	Issues for This Month	
2.1	<u>Raymond(CEO)</u> a) Improve of Corporate Cultures <ul style="list-style-type: none"> ❖ Team Spirits ❖ Customer Services Quality ❖ Positive Mindset ❖ Positive and Constructive Feedback ❖ Transparency 	ALL

❖ Add on TASK LIST for this month and next month for monthly meeting

Important Task List

Name	Dec 2021	Jan 2022	Remark
Weng Jun	Recruitment for New Intake Exam Arrange	CPE Annual updates GST Submission	
Fannie Huang	Course Flyer All class course Schedule Classroom Planning New Intake PA Teaching	EDFA Exam Result Graduates Listing for EDFA/LCCI L3/LCCI L2	
Jasmine Sam	-Recruitment for new intake -stock control -binding books -new class attendance -selling pass year qna -reminder for new students	-Recruitment for new intake (join class) -Recruitment for march intake -closing all documentation year 2021(annual income,qna)	
Nicholas Chai	-Recruitment for new intake -Zoom class attendance -Make poster and video -Facebook marketing	-Recruitment for new intake -Proposal for new intake -Facebook marketing	
Phui Sam	-new class attendance -selling pass year Q&A -reminder for new students -binding books	-closing receipt and invoice for year 2021 -Recruitment for March intake	

❖ Report daily to the relevant group – New Class Group, Student Care Group, Course Material Group, etc

2.3	<div><div><div><div><div><div>LCCI Level 3 Package</div><div>Subject</div><div>Financial Accounting</div><div>Managerial Accounting</div><div>Business Statistics</div><div>Advanced Commercial Calculations</div><div>Accounting Systems and Control</div><div>Total</div></div><div><div>Cost</div><div>\$2000</div><div>\$1500</div><div>\$2300</div><div>\$1700</div><div>\$1000</div><div>\$8500</div></div></div><div><div>FOC LCCI Level 2 Package</div><div>Subject</div><div>Principle of Accounting</div><div>Principle of Costing</div><div>Quantitative Techniques</div><div>Commercial Calculations</div><div>Accounting Systems and Control</div><div></div></div><div><div>Cost</div><div>\$1300</div><div>\$700</div><div>\$800</div><div>\$700</div><div>\$1000</div><div>\$4500</div></div></div></div><div><div><div>LCCI L3 Package (FOC L2)</div><div>Original Price \$8500 (FOC L2 costing \$4500) is updated to Promotion Price \$6600, Students will save \$ 1900 when they choose L3 package.</div></div></div></div>	
3	Working Planning	
3.1	<div><div><div><div><div><div>Weng Jun</div><div>Weng Jun has reported about half price for Retake Student. He suggested no need for instalment & student contract, and billing on point of sales under admin fees for retake.</div><div>He also proposed the important task for Dec & Jan, which is including</div><div><div>- Recruitment for New Intake</div><div>- Exam Arrange</div><div>- CPE Annual updates</div><div>- GST Submission</div></div><div>Stephanie has agreed and instructed every staff should prepare the important task list before next monthly meeting.</div></div></div></div></div></div>	Info
3.2	<div><div><div><div><div><div>Course Planning and Exam</div><div>❖ Yi Zhuang has reported about student request about LCCI Exam notice.</div></div></div></div></div></div>	Info

	❖ Nicholas has reported about the course planning and requested when can get the Revised version of the new textbook.	
4	Additional Special Arrangement for Seminar on 4 & 6 Dec 2021	
	<p>Stephanie has instructed Special Arrangement who wish to upgrade from Level 2 to Level 3 package can additional \$100 offset from LCCI package, so total \$6500 with one year equal instalment and Dec Course fees can use for offset the 1st instalment, cut off day until 6 Dec 2021.</p> <p>This special promotion is ONLY for Seminar on 4 & 6 Dec 2021.</p>	Info

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