

MINUTES FOR MONTHLY MEETING – 2022 June

Date	10 June 2022 (Fri)	Time	10am
Venue	Jurong Office + Zoom		
Attendance			
Stephanie Loke	Lih Woei	Weng Jun	Fannie Huang
Jasmine Sam	Julie Ooi	See Mun	Yen Chin
Absent			
Raymond See	Phui Sun	Regine	

	DESCRIPTION	ACTION BY																															
1	Outstanding B/F from Last Month																																
	<p><u>Outstanding payment update</u></p> <p>❖ <u>Lee Shiaw Hwee</u></p> <p>Fannie reported that Lee Shiaw Hwee had PAYNOW \$250 on 9/6/2022. As she promised that she would pay fixed amount \$250 in each month until payment clear.</p> <p>❖ <u>Lee Jin Wei</u></p> <p>Fannie reported that Lee Jin Wei had fully paid outstanding course fee already. she has applied for withdrawal in May. But she still should pay course fee for June by Giro.</p> <p>❖ <u>Completion Certificate of Lim Mei Sia</u></p> <p>Fannie reported she had prepared the Letter of Consent and put in KIV file. The Completion Certificate would be issued after Stephanie signed.</p> <p>Stephanie has instructed Fannie to follow up Weng Jun till this case was completed.</p>	Fannie																															
2	Issues for This Month																																
	<p><u>Stephanie (CFO)</u></p> <p>❖ <u>Monthly Report</u></p> <table><tr><td></td><td>Cash Budget</td><td>Giro Report</td><td>Recruitment Report</td><td>Withdrawal Report</td><td>Student Service Report</td><td>Daily Task Report</td><td>Register Fee No enrolment</td></tr><tr><td>Jurong</td><td>√</td><td>X</td><td>√</td><td>√</td><td rowspan="2">√</td><td>√</td><td>√</td></tr><tr><td>Bugis</td><td>√</td><td>X</td><td>√</td><td>√</td><td></td><td></td></tr><tr><td>Remark</td><td></td><td>Submit soon</td><td></td><td></td><td></td><td></td><td></td></tr></table>		Cash Budget	Giro Report	Recruitment Report	Withdrawal Report	Student Service Report	Daily Task Report	Register Fee No enrolment	Jurong	√	X	√	√	√	√	√	Bugis	√	X	√	√			Remark		Submit soon						
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	<p><u>a) Student Care</u></p> <p>❖ <u>Student Care Case - Chew Jui Jieh</u></p> <p>He could get special offer for Free Retake. He did not register for LCCI June exam because no admin followed up to remind him.</p> <p>Stephanie has instructed that the lecturer of each class should remind the students to apply for the LCCI exam in class. Admin should also double check the exam list.</p> <p>If the student did not appear on the exam name list, they should be reminded to register by Admin.</p> <p>❖ <u>Student Care Case - Sua Shu Ling/Tan Zse Ching/Lynn</u></p> <p>Stephanie has listed above three students' text message records. She emphasized the importance of student service again. All of students' message should be replied in time.</p> <p>If there was any problem which could not be solved, posted in Student Care Group. She could notice and assist to settle for it.</p> <p><u>b) Student Portal</u></p> <p>All relevant documents should be uploaded to SMS</p> <ul style="list-style-type: none"> - Student Enrolment Form - NOTICE for next term - Student Request Form - Student Transcript - Diploma certificate 	<p>ALL to take note</p> <p>ALL to take note</p>
3	Market Strategy	
3.1	<p><u>Facebook Strategy</u></p> <ul style="list-style-type: none"> - Facebook Strategic Plan - FB duty (post Reach from 486 to 1242) - Latest Group Name have update to 20 - FB Group post & Comment 	Weng Jun
3.2	<p><u>Course Preview Seminar</u></p> <p>Share & Like Facebook can be FREE to join Course Preview Seminar.</p> <p>❖ <u>Session 1</u></p> <p>Date: 16.06.2022 (Thursday)</p> <p>Time: 7pm – 8pm</p> <p>Speaker: Stephanie Loke</p> <p>Venue: Zoom</p>	ALL to take note

	<p>❖ <u>Session 2</u></p> <p>Date: 19.06.2022 (Sunday)</p> <p>Time: 10am – 11am</p> <p>Speaker: Mandy Loke</p> <p>Venue: Jurong Classroom</p>	
3.3	<p><u>Revision Class Package</u></p> <p>Going to plan the Revision Class Package for</p> <ul style="list-style-type: none"> - LCCI Subjects - EDFA Subjects 	
4	Others	
	<ul style="list-style-type: none"> - New class in June Intake would be blend (Classroom + Online) including PA/QT/FA/MA/PC/CS/AS - BE/ES Course Schedule would be followed by CR as there were around 20 students had CR in the morning and BE/ES in the afternoon on Sunday. - QT Study Notes had not been changed and could use the same textbook. - Enrolment ACCA Course would use the latest Student Contract. 	<p>Yen Chin</p> <p>Jasmine</p>
	The next monthly meeting will be held on 8/7/2022(Friday), 10am at Jurong office.	