MINUTES FOR MONTHLY MEETING – 2022 Mar

Date	11 Mar 2022 (Fri)	Time	10am
Venue	Jurong Office + Zoom		

Attendance			
Raymond See	Stephanie Loke	Lih Woei	Weng Jun
Fannie Huang	Jasmine Sam	Nicholas Chai	See Mun
Phui San	Yen Chin		

	DESCRIPTION	ACTION BY
1	**Outstanding B/F from Last Month**	
1.1	**Outstanding payment update** Phui Sun has reported that Lee Shiaw Hwee didn't reply message and didn't go class, and Lee Jin Wei has paid course fee for last month but has not paid for this month. Raymond instructed Phui Sun to find out all of the information of Lee Shiaw Hwee including full contract, attendance and course fee payment records. And the solution need to be discussed before the meeting.	Phui Sun
1.2	**Standardize passwords** Weng Jun has proposed to create Standardize passwords for all social network. E.g., Facebook, Instagram, TikTok, 小红书, Gmail, WeChat....... Raymond has agreed with the proposal. He has instructed Nicholas to create a list and put it on the Omega website of Admin column.	
1.3	**SMS system operation feedback** 1) Nicholas has reported some students who have withdrawn already but still could login student portal for online lesson. 2) Jasmine Sam has reported that the attendance record would get confused when students transferred class. Raymond has instructed Fannie to mark these two points. He would teach how to create zoom class by staff in the coming brief on next Tuesday. 3) 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. Raymond has shared screen and taught all staffs how to put the link on Omega website.	
2	**Issues for This Month**	
2.1	**Raymond (CEO)** ❖ Course Fees with effect from 15th Mar 2022 upon implementation of IWC (ANNEX-1 Course Fees w.e.f. 15th Mar 2022)	Raymond

	❖ Recruitment Strategies (ANNEX-2 AIA-UK)	
2.2	**Stephanie (CFO)** ❖ **Monthly Report**	Stephanie

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

❖ **Staff behaviour**
no one continue updating the new class status and ACCA name list

❖ **Review on Seminar**
➢ Gentle reminder to team members, students and facilitator a day earlier
➢ No interactivity from team members during the seminar
- no one answer me when I rose questions
➢ Most of the participants do not turn on the camera, includes Admin
➢ No update on the result after the seminar

3	**Post Review on Seminar (5/03/2022)**	
3.1	**Weng Jun** 在 Course Preview 开始之前，Admin 就把学生加入进来，不要等学生自己加。 开好两个 Break room 可以重复 invite 已经报名的同学只需要参加迎新会，不需要参加 Course Preview.	
3.2	**Fannie Huang** 准备时间不足，过程仓促，没有整体流程和任务分配规划，需集体改进!	
3.3	**Nicholas Chai** **1.时间** 下次可以把时间定在其他的时间：比方说星期日下午，因为星期六很多人做工的时间的关系，所以我们在一开始的时候原定有 8 个学生会参加试听会，但是当我们延迟后这 8 个人中却只有 2 个人能参加。 **2.布置与操作** 下一次的试听会如果是和迎新会一起办的话我们可以先设置 Breakout room，学生加入 Breakout room 后我们就能把学生从 A 调到 B 而不需要学生点击。这一次	

	也是有许多学生因为不熟悉 Zoom 的操作而留在迎新会，这也是为什么我们一开始试听会的时候只有寥寥几位学生参与。另外，在发现还有众多学生并无加入到 Breakout room 时，值班的 Admin 应该主动联系尚未加入的学生。 **3.内容** 之前有问过有参与过迎新会的学生，多数学生表示关心的点为：课程费用、课程时长、教学方式。可能以后可以在准备素材时可以先向熟悉的学生探讨学生会比较关心的部分是什么。	
3.4	**Jasmine Sam** 第一次在一起举办迎新会+试听会。 学生觉得奇怪因为迎新会还没结束又要去试听会了。 有 5 位学生填了表格，可是没有出席。	
3.5	**Phui Sun** 在开始前我们需要先沟通和安排负责什么，还需要谁先开始讲解和需要注意什么之类的情况说明。	
3.6	**Yen Chin** 时间可以选择在星期一到星期五的晚上或星期日下午。星期六下午很多人都有做工或者是做半天工。 如果我们和迎新会的时间一起举办的话,有些报名的学生也会想参与试听会。	
3.7	**总结** ❖ 在听取了所有人对 Review on Seminar 的汇报之后，Raymond 希望大家能够从这次举办活动中吸取经验教训，他强调态度很重要，用积极的心态投入热情，在活动的过程要有互动，搞气氛，做到事前充分准备，事后复盘总结，从错误中学习，争取把下一场活动举办的更好。 ❖ Stephanie 建议下一次的 Seminar 由 Weng Jun 来负责 Zoom 的设置和电脑系统的处理，Admin 要负责出席者的名单不会改变，否则不要随意改变活动时间。在 Talk 之前主讲人需要一份名单，已经报名了的要备注。	
4	**Others**	

4.1	**Opening date of UBS Class**	
	Fannie has reported the number of students in UBS class were not enough in Mar Intake, she proposed to delay the opening date in June Intake.	
	Stephanie has instructed that UBS class only be allowed for graduate student which have completed other EDFA courses. She agreed that the UBS class would be delay to open in June Intake after the graduate students finished other EDFA exams.	
4.2	**Apply for Completion Certificate**	
	Weng Jun has suggested the completion certificates to issue by batch.	
	Jasmine has suggested that opening period would only in January and July for students application form.	
	Stephanie has instructed that the application period should be made quarterly in one year and cut off at 15th in each month.	