

HX SOLUTIONS	Minutes Of Meeting	Issue No.: 1	Document Effective Date: 01 Mar 2017	Page 1 of 2
		Revision No.: 0		Document Ref.: AD-REC-MOM

TYPE OF MEETING: INTERNAL MEETING
 VENDOR MEETING
 OTHERS, PLEASE SPECIFY

TITLE OF MEETING: MOM Internal Communications Meeting

MINUTES DATE : 11-Mar-24
PREPARED BY : Ms. M. T. Tan

DATE & TIME : 10.00am - 12.00p.m
VENUE : HX SOLUTIONS MEETING ROOM, TAMAN MERDEKA

ATTENDANCE :
Oon Choon Huat Oon(MD) - Chairman ABSENT: -
Ho Chan hoong Ho (Operation Manager)
Yee Yup Kuang Kuang (Project Executive)
Teo Chee Siang Teo (Project Executive)
Lim Siew Cheun Ms Lim (Admin Executive)
Ong Li Sin Ms. Ong (Acc Executive)
Tan May Tin Ms. Tan (HR Executive)
Fauzan Husaini Fauzan (Project Engineer)
Noor Adibah Noor (Draughtwomen)

ITEM	DESCRIPTION	ACTION	
		RESPONSIBILITY	COMPLETION DATE
1.	<u>Introduction</u> Oon welcomed all present.	Info	
2.)	<u>Minutes of previous meeting.</u> The minutes of previous meeting held on February was read by Mr. Oon	Mr. Oon	
3.)	<u>Email Address & Utilites Bills</u> No futher issue on this matter . Respective person in charge had solve this matter	Info	
4.)	<u>Account Report</u> Ms. Ong reported HX Solutions Sdn Bhd result in year 2023. Profit before Tax around 120K for Jan 2024 till Feb 2024, HX Solutions has achieve 180K of sales, but there is loss before Tax around 100K This is because there are no revenue from Project side, only Maintenance job to support whole operation Mr. Oon had targeted the Sales fro year 2024 is 5 million sales, which is 3 million from Projetscs, and 2 million from Maintenance.	Ms. Ong Mr. Oon/Ho Chan Hoong	
5.)	<u>Projects Briefing</u> <u>POLYTECH</u> External street lighting was done. Ms. Lim to follow up on the retention sum Loose items eg. Lighting fitting, waiting for thw installation of furniture at the same time for lighting fitting to be install Switches still leave at site Already obtain CCC, Mr. Dennis havent install furniture, therefore still unable to claim for the retention V.O havent done the drawings. Will be ready by april 2024 As-built drawings alresy send to Consultant but no reply from consultant yet	Ms. Lim Mr. Teo Mr. Teo Mr. Teo	
6.)	<u>PAVANA</u> Defect for Block A complited until Level 20 Defect for Block B, Level 24 & 25 no switches (attach list of switches need to be install) Mr. ho & Teo to follow up with Mr. Sin from KVC to discuss on the 500 nos faulty sockets ma Left over trunking had shifted to Manipal site TNB application - individual owner havent completed	Mr. Teo Mr. Ho & Teo	

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7.)	<p>MANIPAL Main switchboard & SSB has delivered to Manipal First floor power panel already installed Progress Claim No. 3 (amounting RM36K) had been submitted Lighting approval - still not obtain. Each item should have SIRIM logo Waiting for ID Drawings, all correspondence should be email to Mr. Oon & cc Mr. Ho Shop drawing got minor changes, noor to follow up for the changes and updated new drawing Shop Drawing for 2nf floor already obtain approval form Consultant Extension period will be around June 2024 All cables done, termination on the 19th To get Mega test report immediately</p>	<p>Ah Kuang Ah Kuang Ah Kuang</p>	
8.)	<p>MAMING S K Ong request schedule of work progress. To get progress claim format from S K Ong Liyu to handle MAMING project Soil test. Already get quotation from Pekat Engineering . On 27th March 2024 , Pekat Engineering will do the soil resistance test at site</p>	<p>Ms. Lim Ah Kuang</p>	
9.)	<p>CONCLUSION MCCT Technique Group had take over HX Solutions Sdn Bhd We are still remain using our company name. any changes will be inform Expansion Maintenance works for few companies eg. HONDA, ST Muar and E&R HONDA- try to contact HONDA Management to register into their system on the contractual work ST MUAR - MCCT Technique already have an account in ST MUAR. Try arrange to meet them for participate in their maintenance E & R (batu Berendam Free Trade Zone) . HX had partially opening account Targeted to get few work from E & R</p>		

Minutes By :-



EVELYN TAN
RECORDING SECRETARY
Date: 11/03/2024

Approved By :-



OON CHOON HUAT
MANAGING DIRECTOR
Date: 11/03/2024