

PRJ-03 — Learning Hub pilot: steering committee minutes

Meeting: 15 September 2026, 10:00–11:00. Fictional training data.

Present: Dr Farah Ismail (chair, project sponsor), Aina Rahman (project manager), Kumar Selvam (IT lead).

Agenda

- 1. Draft charter (PRJ-02)
- 2. Supplier proposal (PRJ-04)
- 3. Pilot timing and readiness

Decisions

The pilot budget is capped at RM10,000.

The pilot group is reduced from 100 staff to 50 staff in the Finance and Operations departments.

No supplier was selected and no purchase was approved.

Aina will update the charter to reflect these decisions for the sponsor's approval.

Discussion

The supplier proposal from Meridian Learning Services (PRJ-04) quotes RM12,000, which is above the cap. The proposal does not state support response times or cancellation terms.

A 3 November pilot start was suggested. It remains tentative until revised pricing and the staff access check are complete.

Kumar noted that some staff may not have active accounts on the company network.

Actions

Action	Owner	Due
Request revised supplier pricing within the RM10,000 cap, and ask for support response times and cancellation terms	Aina Rahman	18 September 2026
Check staff account access for the pilot group	Kumar Selvam	19 September 2026

Open issues

Responsibility for existing training records (data migration from the old spreadsheets) is unresolved. No owner or deadline was assigned.

Next meeting

To be scheduled once revised pricing has been received.