

**Minutes of Meeting for the Meeting on the International Research in Higher Education Conference, Friday,
15 January 2010 at 8.30 – 9.00 am, in Dahlia Meeting Room**

Attendance

Present: Mr. Damien, Director
Pn Hafilah, Secretary
Miss Dina
Mr Dollah
Mr Dave
(*etc.*)

1.0	Opening
	The Director thanked the participants for attending the meeting and highlighted the following objectives for the meeting: <ul style="list-style-type: none"> a. To decide on the venue for the IRHE Conference b. To plan the conference programme

2.0	Venue of the Conference		
2.1	Persada Johor and KLCC were both suggested as possible venues for the conference.		
2.2	The committee voted and decided to hold the conference at KLCC as it is more convenient for the international participants and is positioned near places of interests.		
Action items		Person Responsible	Deadline
• Make arrangements with Persada Johor		Miss Dina	22 Jan 2010

3.0	Conference Programme		
3.1		
Action items		Person Responsible	Deadline
...	

4.0	Next meeting		
	The next meeting will be held on Wednesday, 27 January 2010 at 10.00 am in Dahlia Meeting Room.		
Action items		Person Responsible	Deadline
• Book meeting room		Pn Hafilah	16 Jan 2010

The meeting adjourned at 11.00 am.