

TEMPLATE

PAPASAN



Date: Time: 3/12/25

Venue: KUCHAI

Meeting Type: MANAGER MEETING

1. Attendance

Present:

-
-
-

Absent:

- _____ (Reason: _____)

2. Agenda

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

3. Discussion & Decisions

Agenda Item 1:

Decision/Action:

Agenda Item 2:

Decision/Action:

Agenda Item 3:

Decision/Action:

Agenda Item 4:

Decision/Action:

Agenda Item 5:

Decision/Action:

Agenda Item 6:
Decision/Action:

Agenda Item 7:
Decision/Action:

Agenda Item 8:
Decision/Action:

4. Matters Arising

5. Next Meeting

Date:
Time:
Venue:

Prepared by: _____ Date:

Approved by: _____ Date: _____

Date: 19/03/2026

Date : 19th March 2026 (Thursday)
Time : 3:00 PM
Venue : Lalaport - Food Court
Meeting Type : Manager Meeting

1. Attendance

Present:

- Ernie
- Jimmy
- Nicholas
- Lion
- Kinny
- Jason
- Kar Hin

Absent:

- Yun Ling
-

2. Agenda

1. Membership Voucher
 2. Grab Chope Details (Reservation)
 3. Dakoff Payment
 4. CC Vege Invoice
 5. Rules & Regulations of Shop
 6. Outlet Chicken Patty
 7. New Menu Details
 8. New Grab Food Item
 9. New Seasonal Set
 10. New Menu Plateware
 11. Kepong Progress
-

3. Discussion & Decisions

AGENDA 1 - Membership Voucher

- All membership vouchers will be refreshed in April 2026.
- Further details refer to **Whatsapp -> General Report Group -> MEMBER REDEMPTION.xlsx**
- The document was sent out by Ernie on 19th March 2026.

AGENDA 2 - Grab Chope Details (Reservation)

- Login credentials distributed to each OM group by Ernie on 17th March 2026.
- Tutorial link shared to General Report Group on 19th March 2026.
- All managers are required to register and arrange their own training via the tutorial link.

AGENDA 3 - Dankoff Payment

- Effective immediately, future payment will be arranged by the accounts department.
- Outlets no longer need to pay using petty cash.

AGENDA 4 - CC Vege Invoice

- Strengthen the receiving process and ensure all invoices are double checked (qty & item).
- Discrepancies must be reported to the supplier immediately, and closely follow up on invoice correction.
- Ensure all invoices are complete before submission to the accounts department.

AGENDA 5 - Rules & Regulations of Shop

- Due to the recent intake of new staff, managers are required to ensure all employees follow SOPs in daily operations.

AGENDA 6 - Outlet Chicken Patty

- Will be supplied by Papasan Trading, patty will be prepared by Gateway outlet.
- **For Other Outlets (including gateway outlet itself):**
 - *Place order through Papasan Trading group*
 - *Collection at Papasan Express - KL Gateway outlet*
- **For KL Gateway Outlet:**
 - *Outlet to place order with supplier (request split invoice with outlet invoice)*
 - *Stock to be stored with outlet stock separately*
 - *Outlet to prepare the patty according to ordering (patty required frozen)*
 - *Inform other outlets once collection is ready*
- Patty packing size TBC

AGENDA 7 - New Menu Details

- Kinny prepared and distributed the final recipes to all outlet managers on 19th March 2026.
- Cheras recipe book collected by Ernie.
- All outlets continue self training until all staff are fully stable.
- Remain 1st April 2026 all Papasan outlets change their menu.

AGENDA 8 - New Grab Food Item

- Limited items to be sold on the Grab delivery platform .
- Item list refers to General Group -> PPS SET.xlsx (sent out on 19th March 2026).
- Ernie to test selected items for delivery suitability: Unagi Fried Rice, Gomayaki Udon, Ginger Noodle, Shoyu Niku, Gua Bao, Nanban Chicken.

AGENDA 9 - New Seasonal Set

- Set details refer to General Report group -> PPS SET.xlsx (sent out on 19th March 2026).

AGENDA 10 - New Menu Plateware

- Selected plateware (e.g., claypot) will not be ready by 1st April due to shipment delays.
- 3 claypot items will be temporarily unavailable until the new plateware is arrived.
- On 27th March 2026, all outlets to arrange one staff to collect the new plateware from Kuchai.

AGENDA 11 - Kepong Progress

- Pre-Opening Team to start arranging for the opening process.

4. Matters Arising

5. Next Meeting

Date : N/A

Time : N/A

Venue : N/A

Prepared by : Nicholas

Date : 19th March 2026

PAPASAN



Date: 7/2/2026

PAPASAN



Date: Time: 7/2/26

Venue: lalaport food court

Meeting Type: MANAGER MEETING

1. Attendance

Present:

- Jimmy Yap
- Ernie Choong
- Ginny Ng
- Kar Hin
- Kah Seng
- Yun Ling
- Chen Lok
- Jason Wong

Absent:

- Nicholas Teng (Reason: _____)
- Wai Hoe (Reason: _____)

2. Agenda

1. All outlet on board Papasan Express on Grabfood
2. New Year Eve Arrangement
3. New Menu Start on 1/4/26
4. New Outlet Pre Opening Job Arrangement
5. Kitchen Quality Control
6. Week Day Grab Dineout Deals
- 7.

3. Discussion & Decisions

Agenda Item 1: All outlet on board Papasan Express on Grabfood

Decision/Action:

Agenda Item 2: New Year Eve Arrangement

Decision/Action:

Agenda Item 3: New Menu Start on 1/4/26

Decision/Action:

Agenda Item 4: New Outlet Pre Opening Job Arrangement

Decision/Action:

renovation - Heng

kitchenware - Lion & kinny

Application - Jason & hao

Houseware - Jason

Kepong branch arrangement - foreign worker 3 from every outlet

- All OM on off to new outlet 6 month duration
- Ying tian / chris temporary om at new branch

Agenda Item 5: Kitchen Quality Control

Decision/Action:

Agenda Item 6: Week Day Grab Dineout Deals

Decision/Action:

Agenda Item 7:

Decision/Action:

Agenda Item 8:

Decision/Action:

4. Matters Arising

5. Next Meeting

Date:

Time:

Venue:

Prepared by: _____ Date:

PAPASAN



Approved by: _____ Date: _____

Date: 9/1/2026

Date: Time: 9/1/26

Venue: lalaport food court

Meeting Type: MANAGER MEETING

1. Attendance

Present:

- Jimmy Yap
- Ernie Choong
- Ginny Ng
- Nicholas Teng
- Kar Hin
- Kah Seng
- Yun Ling
- Wai Hoe
- Chen Lok
- Jason Wong

Absent:

- _____ (Reason: _____)

2. Agenda

8. To decide Menu R&D position
9. 2026 company direction
10. More Systematic management (outlet finance, quality control, in house training, outlet documentation(all forms process)
11. To organize all outlet's documentation and filling
12. Dried goods central purchasing (need monthly statistic of each outlet)
13. Eat Venture membership update
14. 2026 Marketing strategy (no more discount, reconsider grab dine out)
15. 2025 flash back discussion

3. Discussion & Decisions

Agenda Item 1: Menu R&D Position

Decision/Action:

Today, the candidate for the new **Menu R&D position** will be decided.

Candidates:

- Xinyi
- Sam
- Lion
- Kinny

Role & Responsibilities:

The Menu R&D position will be responsible for:

- Assisting **Chef Jimmy** in new menu development
- Menu planning and workflow structuring
 - Supplier coordination
 - Pre-prep procedures
- Standardizing menu recipes
- Ensuring dishes align with brand positioning
- Cost calculation and cost control

Timeline:

- Notification to candidates to be given after decision
- Department officially starts **next Monday**

First Task:

- **2026 Papasan Fixed Menu**
 - Early February: **80% progress meet-up**

- **15 February 2026:** Final confirmation

Menu Planning Scope:

- Fixed core menu (2026)
- Seasonal menus (3 times per year)
- Festive menus

Agenda Item 2: Systematic Management Tightening Decision/Action:

After six months of giving outlets autonomy, management systems will now be tightened and standardized.

Key Focus Areas:

- Outlet financial management
- Quality control
- In-house training
- Centralized outlet documentation
- Standardized forms and processes

3. Cost Control – First Priority

Employee Meal Control:

- Monthly budget cap: **RM1,500 per outlet**

Fixed Ordering Process:

- Monthly usage tracking for each ingredient

- Defined ordering frequency

4. Quality Control Framework (品质管控)

- Food testing: **Every 2 weeks**
- Outlet self-audit: **Once per month**
- Deep cleaning schedule: **Once per month**
- Inventory checking: **Every 2 weeks**

5. Supplier Standardization (供应商统一)

- Vegetables: **CC Veggie – Confirmed**
- Cooking Oil: **To be confirmed tomorrow**

6. Cash Handling Policy (现金存款制度)

- **Cash sales deposit days:**
 - **Wednesday**
 - **Sunday**

Agenda Item 3: Operations Role Adjustment Decision/Action:

Effective 2026, operational responsibilities will be restructured:

Ernie (On-site Operations):

- On-site checking
- Weekly reports

- Staff issues
- Training

Nicholas (Backend Operations):

- Documentation control
- Inventory checking
- Attendance tracking
- HR matters
- Outlet documentation
- Utilities payment
- Licensing renewal
- Verification of all forms and records workflow

Agenda Item 4: Central Purchasing – Dried Goods Decision/Action:

- Each **Kitchen Supervisor** must submit:
 - Full list of dried goods
 - Monthly purchase quantities

Purpose:

- Centralized purchasing
- Cost reduction

Execution:

- Orders to be placed via Trading Group

Agenda Item 5: Central Store Management
Decision/Action:

- Central stores: **Kuchai & Sunway**
- Both stores fall under **Trading Group**

Action Plan:

- Kar Hin to assist in warehouse reorganization
- Each location to assign **one Store Manager**

Key Dates:

- **20/1** – Kuchai Store setup
- **28/1** – Sunway Store setup

Agenda Item 6:
Decision/Action:

Agenda Item 7:
Decision/Action:

Agenda Item 8:
Decision/Action:

4. Matters Arising

5. Next Meeting

Date:

PAPASAN



Time:

Venue:

Prepared by: _____ Date:

Approved by: _____ Date: _____

Date: 3/12/2025

Date: Time: 3/12/25

Venue: KUCHAI

Meeting Type: MANAGER MEETING

1. Attendance

Present:

-
-
-

Absent:

- _____ (Reason: _____)

2. Agenda

1. YEESANG Operation Team
2. YEESANG after sales process
3. YEESANG add on Item
4. Work Time Shift
5. Halloween after meeting
6. November after meeting
7. Grab photo feature
8. Probation period 福利
- 9.

3. Discussion & Decisions

Agenda Item 1:

Decision/Action:

5人制作捞生小组 - (Lion, hao, heng, jason, kinny, sam, (sam, hamster, jay, jeff, xin yi, andrew, yan)

制作时间8.30pm-9.30pm

准备时间 3-5pm - Outlet提前准备食材 - kuchai (Sashimi, 萝卜丝, 芝麻酱分装好), Sunway (柿饼, idago), Cheras (柑, 柚子), SS2 (鸡肉干, lime)

Agenda Item 2:

Decision/Action: we will use whatsapp to confirm order, day before pickup reminder to customer. 单据保留, 出货时的标识。用file, filing好。

Agenda Item 3:

Decision/Action: add on item will from kuchai trading

Agenda Item 4:

Decision/Action: working shift got 4 option

Agenda Item 5:

Decision/Action: halloween special drinks

Cheras- 效果不大, 顾客不会为了饮料进来而是贪小便宜。

Sunway- 前期比较有顾客愿意这样做, 之后就没了而且都是送多。顾客比较不主动

Ss2- 觉得麻烦, 也提不起顾客的下单欲望

Kuchai- 反应不激烈

建议: 不送, 特惠价钱比较有吸引力。like, share, tag这个方法不受用, 不适合再做。

Special discount rate, B1F1

Agenda Item 6:

Decision/Action: 运用新的grab photo feature, 确保我们的食物准确送给顾客

Agenda Item 7:

Decision/Action:

Agenda Item 8:

Decision/Action:

4. Matters Arising

5. Next Meeting

Date:

Time:

Venue:

Prepared by: _____ Date:

Approved by: _____ Date: _____

Date: 17/11/2025

Date: Time: 17/11/2025

Venue: Papasan Express KL Gateway

Meeting Type: New Beverage Tasting & Operation General Meeting

1. Attendance

Present:

- Jimmy, Ernie, Ginny, Kar Hin, Yunling, Lion, Chris,
- Azwar, Jason, Kinny, Samuel
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Absent:

- _____ (Reason: _____)

2. Agenda

1. 員工訓練
2. 12月Grabfood event
3. Welcome Drink
4. 新甜品開賣
5. 聖誕節裝飾
6. 撈生預購

3. Discussion & Decisions

Agenda Item 1: 員工訓練

Decision/Action: 1/12開始跟著schedule做員工訓練, 每次訓練需拍照證明, 個別分店可自己決定如何訓練

Agenda Item 2: 12月Grabfood event

Decision/Action: Grabfood 12月有Japanese & Korean Cuisine Event, 只有Kuchai店被選上, 12月開始會有KOL來拍攝, 活動有送優惠卷和公仔, 更多詳情需等Grabfood通知

Agenda Item 3: Welcome Drink (已開始)

Decision/Action: 每間分店都需要提供, 用百香果加水沖泡 (200ml百香果: 1000ml水) (1:5), 或是用多餘的茶葉沖泡. 用玻璃shot杯分裝在送order summary時送上給客人

Agenda Item 4: 新甜品開賣 (已開始)

Decision/Action: 新甜品用竹盤子裝, 擺放後保鮮期為3天, 冷凍期為兩個星期, 需備好芋頭, 鮮奶油, 草莓, 藍莓, 葡萄, 陶瓷杯, 蒸籠

Agenda Item 5: 聖誕節裝飾

Decision/Action: 聖誕月裝飾無需大肆裝扮, 小角落有裝飾即可

Agenda Item 6: 撈生預購

Decision/Action: Eat venture正在準備預購設定, 整個販賣期為1/12/2025-24/3/2026, 1/12/2025-14/12/2025為預售期, 預售期間早鳥優惠得到10%折扣, 12張rm20總價rm240折價卷(低消rm80, 可疊加使用, 使用期至31/12/2026)預購客人會收到eat venture發出的evoucher,領取撈生時憑evoucher領取紙本折價卷. 最遲可24小時前下單, 撈生最早領取日為16/12(待定), 新年前最後領取日為16/2/2026, 店休後20/2/2026可開始領取. 訂撈生可加點筷子(免費),薄脆, 生魚片, 紙盤5個rm2, 小冰袋1個rm2, 新年限定小吃(待定)

4. Matters Arising

-

5. Next Meeting

Date: TBC

Time: TBC

Venue: TBC

Prepared by: Chris Date: 26/11/2025

Approved by: _____ Date: _____

Date: 31/10/2025

Date: 31/10/2025

Time: 12pm

Venue: TTDI Team Udon

Meeting Type: Operation General Meeting

1. Attendance

Present:

- Jimmy Yap
- Choong Zi En
- Yap Kah Seng
- Chin Wai Hoe
- Dee Kar Hin
- Yee Chen Lok
- Choong Yun Ling
- Teng Wai Main
- Wong Yao Sheng

Absent:

- _____ (Reason: _____)

2. Agenda

1. SOP Implementation & Presentation
2. Weekly Report format

3. 3-5pm Training Session

4. Welcome Drinks Implementation 2nd week start

5. Dessert Arrangement start on 2nd week start

6. Papasan Express Menu Finalise meeting 2pm kuchai, 4/11

7. HR New Update

8. Starfood International Open Internal Invest

9. Up Sales Method

10. 11.11 Campaign

11. 6th Outlet Expansion Preparation, Mindset and Role

12. new year yeesang team

3. Discussion & Decisions

Agenda Item 1: 店长的独白

Heng: 80%. 感觉只有自己能行, 没人能够被继承。没办法感染到自己的团队。团队会但没办法独立执行, 持续性不强。必须一直控管。没有激情就是退步。

Jason: 50%。刚开始心累, 大家跟不上也有放弃的念头。比自己坚持, 到目前大家也比较能跟上进度。开始沟通, 团队也能理解并且能执行。

Kinny: 90%。放了一段长假, 店内没有状况发生。自己能够明确交代任务, 并且团队能执行。

YL: 64%。目前门店状态是个过渡期, 有参杂以前的文化, 又有了一批新人类。需要去把这两股力量磨合。把命令传达, 但员工不一定能理解或执行。感觉店内状况起伏不定, 时好时坏。不知道要如何去解决这样的人力不稳定。员工态度。欠缺让员工标准提升的能力。开始

不知道如何处理。店内的繁琐事务在不知如何处理，也担心这些会导致员工不服。该如何服众。

Lion: 60%。半路出家，刚进来的门店是状况是糟糕的，人士问题，觉得团队和自己的思维不同步。自己已经适应改变的工作模式，团队却已让还在用旧的方式在做事，很难和大环境沟通。开始尝试踏出自己的第一步，和团队们沟通。状况开始改善，沟通是他认为最大的挑战。

Decision/Action: _____

Agenda Item 2: 第六间分店的准备，目前将由Jimmy视察新地点。不急于扩张但只要找到一个最佳地段将会开始策划扩店。此次扩店的人员调动将会做出调整，以往都是由新店长一人承包所有扩店事项，新一轮的扩店流程将责任平分给其他管理者一起以小队的形式执行。分别岗位如：扩店装修，采买，人员聘请，新人员训练，开业安排。

中阶管理层目前许开始筹划，第六分店扩张前，自己门店的稳定安顿。

Decision/Action: _____

Agenda Item 3: 第一版本的SOP开始运作，给别分店在接下来的3天必须把最新版本sop打印出来。Nicholas和Zi En会到各门店进行一轮讲解，和SOP的运用方式。

Decision/Action: _____

Agenda Item 4: 店长们每个星期的简汇报必须跟从新的weekly report执行。目的是让汇报过程清晰并且以OGSM形式追踪门店一个星期的状态以及店长/supervisor所采用的解决方案和未来目标。Zi En 会把Weekly report 档案 send进general report group。

Decision/Action: _____

Agenda Item 5: 为了充分利用已定SOP，并且坚持让执行SOP成为新的门店工作文化。Zi En提议并且将编排各门店的SOP分单元training session已充分满足3-6pm的空闲时段。这能同时成为新同事入职的training class也能让旧员工recall每个岗位的知识。

Decision/Action: November开始执行

Agenda Item 6: Welcome drink, 甜点将会在11月第二个星期开始执行。Zi En会开始找适当的杯子和采用玄米茶作为目前的welcome drinks。主要是可作为商品贩卖。甜点, Nicholas需到各门店进行培训。门店也必须准备储存空间。

Decision/Action: November第二个星期开始执行

Agenda Item 7: Up Sales事项, 员工须在交付菜单给顾客时, 特别告知顾客门店最近的新活动/promo以达到推销和留下印象的作用。顾客点完单后, 外场人员就需准备好welcome drinks并和order summary一起送给顾客, 并热情的分享。

Decision/Action: 店长需给予upsales 和 交流口吻的training

Agenda Item 8: PAPASAN Express最新一轮菜单试菜, 定价和排版

Decision/Action: 4/11 2pm在kuchai门店进行。

出席人- Jimmy Yap, Ginny Ng, Ernie Choong, Kar Hin, Sam Lea, Kinny Yee, Yun Ling, Xin Yi, Lion Yap, Wai Hoe

Agenda Item 9: 11.11 促销活动。10/11-11/11 两天的活动。活动内容, 每购买一份主食, 第二份可用RM11购买到。主要鼓励顾客带朋友一起来用餐。网络行销, 门店不会有海报, 门店也不需要特意向内用顾客宣传, 主要是要线上引流。

只要通过入whatsapp comm群里拿到的code就可享有优惠/主动提起优惠的顾客可享有优惠。Pos会有新的11.11 菜单按键, 需要门店人员手动加单。店长11月开始培训

Agenda Item 10: 2026 彩虹捞生将有中央储备统一料理, 门店之充当收单, 出货的角色。这一次我们会特别组件行动小组预先安排和设定所有流程。Nicholas为Team Lead, 由他选择组员。11月需完成小组。

Agenda Item 11: 2026 农历新年门店假日。除夕前夕, 指定人员到中央储备完成订单。除夕半日出货。初一, 初二假期。初三半日准备, 初四正式营业。

4. Matters Arising

- _____
- _____

5. Next Meeting

Date: _____

Time: _____

Venue: _____

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

Date: 22/8/2025

PAPASAN



Date: 22/8/2025

Time: 11.30AM

Venue: PAPASAN KUCHAI LAMA

Meeting Type: Operation General Meeting

1. Attendance

Present: JIMMY, ERNIE, GINNY, NICHOLAS, CHRIS, TIAN, YUNLING, HENG, JASON, LION, SAM

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-
-

Absent:

- KINNY (Reason: ERNIE FORGOT INFORM)

2. Agenda

1. SS2 开店准备
2. 外送与内用value meal点子
3. MERDEKA 菜单训练
4. TRADING相关
5. 升级外送方式
6. GRAB DINE OUT优惠
7. 3PM-6PM班表
8. 厨房RECIPE和SOP
9. 新菜单

3. Discussion & Decisions

Agenda Item 1: SS2 开店准备

Decision/Action: SS2店第一批人员名单 JEFF, HAMSTER, ANTHA加gateway 3个外籍员工. 星期二26/8 开始做清洁与检查补齐欠缺用品. 第二批人员JAY, AZWAR, ISKANDAR, ERNIE入驻开始员工训练, 第一二天进货准备, 再开始训练. 正式soft launch前两天先邀请亲友熟客试跑, 预计1/9开店. 正式开张预计为9月底, 日期未定, 暂定28/9上半天, 届时邀请约30人, 邀请对象为熟客, 股东, 潜力投资客, 将准备door gift, 没有特定菜单, 宾客可点菜单上的食物, 如有上门客亦可接待.

Agenda Item 2: 外送与内用value meal点子

Decision/Action: 每间店需提供2个外送与内用午餐value meal菜单点子, 需可在外送平台售价 RM12-RM18之间, 从小吃到主食皆可. 因目前外送平台曝光率与下单率不成正比, 需增加平价产品吸引客户. 目前给与客户的优惠为3-5PM饮料15%折扣. Value meal预计15/9开卖, margin 15-20%, 1/9-3/9第一次试菜, 从10个里挑选3个, 其他可当中预备菜单.

PAPASAN SDN BHD (1384968-M)

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No. 18-G, Jalan 2/114, Kuchai Lama Business Centre, Off Jalan Kuchai Lama, Kuala Lumpur.

Agenda Item 3: MERDEKA 菜单训练

Decision/Action: 分开每间店各自进行(已开卖)

Agenda Item 4: TRADING相关

Decision/Action: Trading将分好各分店打包杯数量并开单, 咖啡豆底价为RM100一包, 售于分店RM115. 制服, 周边都与trading group订购, 之后分店也无需准备冰滴咖啡, 直接向trading group下订.

Agenda Item 5: 升级外送方式

Decision/Action: *Kuchai店与原有供应商询问teka 1000ml售价做对比后决定是否更换供应商.

*外送尝试用现有内用打包杯, 底部加上cup tray, 换成外带专用饮料袋子

*考虑更换更好的打包袋子

*统一打包SOP

*SALMON TOMATO RICE 鱼和塔塔酱放纸盒, 番茄酱直接淋在饭上

*1-3片炸鸡和饭一起放plastic盒, 4-5片炸鸡放纸盒

*KIDS MEAL内容物全部放进盒子

*汤的盒子黏十字胶纸独立装袋子, teka盒子较软包装时需放顶层

*芋泥鸡和塔塔鸡用plastic盒. Oyster mushroom经测试不适合做外送, 将于外送平台下架

*罐装打包瓶盖黏一圈加一字, 不独立装袋

*Voucher装进餐具袋, 外送全部提供餐具

Agenda Item 6: GRAB DINE OUT优惠

Decision/Action: Grab dine out新deal为新客户20%折扣, 回头客10%折扣. Dine out付款不可用于优惠品项

Agenda Item 7: 3PM-6PM班表

Decision/Action: 目前3PM-6PM外送时段班表将由各分店各自安排, 之后如全天营业再统一早午晚班时间

Agenda Item 8: 厨房RECIPE和SOP

Decision/Action: Recipe和厨房SOP目前未完成, 星期一最后定案. 目前可确定需注意事项

*Durian carbonara不掺cream, 煮的时候直接加dashi水, cream 180gm加60gm dashi水

*Miso base是miso paste加水加dashi水

*Miso 汤加3颗asari不是5颗

*Chicken karaage mix- garlic粉加karaage粉 5000gm 3000gm

*Snack karaage mix- chicken karaage粉加薯粉300gm

*菇- shitake 1 shimeiji 2

*蛋浆- 1000gm蛋 20gm dashi

*Squid alio olio- squid去皮, 菜出锅前才加入翻炒

*Shogayaki beef rice- 2汤匙

*Warabi mochi 卖的140gm, 送的50gm

Item Agenda 9: 新菜单

Decision/Action: 年底筹备明年换菜单

4. Matters Arising

-马来同事星期五如需朝拜, 可轮流去大约半小时, 如情况许可将排休, 但离开朝拜并非硬性规定

- Google review- cheras店已达标, 目标把rating提升至4.7-4.8星. 从每月450review降至300review

-员工如迟到5分钟将扣薪水半小时

5. Next Meeting

Date: 8/9/2025

Time: 11.30AM

Venue: 待定

Prepared by: Chris Date: 27/8/2025

Approved by: _____ Date: _____

Date: 23/9/2025

Date: Time: 23/9/2025
Venue: KUCHAI LAMA OFFICE
Meeting Type: OPERATION GENERAL MEETING

1. Attendance

Present: YUNLING, LION, NICHOLAS, GINNY, ERNIE, JASON, KINNY, HIN, JIMMY, CHRIS

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Absent:

- _____ (Reason: _____)

2. Agenda

1. SUPPLIER AJN178 & BEE JAYA CREDIT TERM UPDATE
2. OCTOBER NEW OPERATION HOUR
3. VALUE MEAL FINAL CONFIRMATION
4. 28/9 SS2 GRAND OPENING EVENT
5. HALLOWEEN DECOR & NEW BEVERAGES BRIEFING
6. MOONCAKE DESSERT UPDATE
7. ATTENDANCE NEW FORMAT & CUT OFF TIME
8. OCTOBER NEW UPDATE (KOHISAN, PAPASAN, EXPRESS)

3. Discussion & Decisions

Agenda Item 1: SUPPLIER AJN178 & BEE JAYA CREDIT TERM UPDATE

Decision/Action: 10月开始AJN178和BEE JAYA转换成每月结单, 由会计部负责转账

Agenda Item 2: OCTOBER NEW OPERATION HOUR

Decision/Action: 1/10开始全天营业, 先不会社群公布, 等稳定再宣布.

-排班分为 SHIFT A 10.30AM-7.30PM (1 SUPERVISOR) BREAK TIME 2.30PM-3.30PM

SHIFT B 12.30PM-9.30PM (1 SUPERVISOR) BREAK TIME 3.30PM-4.30PM

MIDDLE SHIFT 11.30AM-8.30PM (主要排PART TIME和MANAGER, 为稳定状态下的紧急班)

BREAK TIME 4.30PM-5.30PM

稳定之后将全面改营业时间10AM-10PM

Agenda Item 3: VALUE MEAL FINAL CONFIRMATION

Decision/Action: VALUE MEAL 1/10开始推出3个月, DELIVERY卖全天, 全部PAPASAN OUTLET DINE IN卖午餐时段11.30AM-4PM, PAPASAN EXPRESS DINE IN卖晚餐时段5PM-9PM. PAPASAN

和PAPASAN EXPRESS菜单不一样, PAPASAN推出4个, PAPASAN EXPRESS推出2个, 用套餐方式加送MOUNTAIN DEW

Agenda Item 4: 28/9 SS2 GRAND OPENING EVENT

Decision/Action: SS2开张简单形式进行, 12PM-3PM邀请大约30组来宾, 来宾将得到DOOR GIFT, WELCOME DRINK, 主食自行点菜单上的餐点(不收钱), DESSERT. 如有客人上门可接待. 此次为最后一次办开张仪式, 之后新店不会再办

Agenda Item 5: HALLOWEEN DECOR & NEW BEVERAGES BRIEFING

Decision/Action: HALLOWEEN可开始准备布置, 每家店BUDGET RM300, 15/10前需布置好. 布置最好的分店将得到奖励. GINNY会准备拍照用统一款式小卡牌
此次将推出3款限时万圣节主题饮料, 售卖时期15/10-31/10
期间客人可在主题墙前拍照打卡并 #papasanhalloween 领取免费万圣节主题饮料, 限量午餐10杯晚餐10杯, 社群上会宣传送50杯

Agenda Item 6: MOONCAKE DESSERT UPDATE

Decision/Action: 月饼甜点售卖日为29/9-13/10, 价钱待定. 主要目的为推广PAPASAN社团, 29/9-6/10宣传加入社团可换免费试吃

Agenda Item 7: ATTENDANCE NEW FORMAT & CUT OFF TIME

Decision/Action: ATTENDANCE 29/9 CUT OFF, 最好可提早提交
10月开始25号CUT OFF, 计算日当月25号到下个月25号. 新FORMAT需等NICHOLAS和会计部开会决定好再宣布

Agenda Item 8: OCTOBER NEW UPDATE (KOHISAN, PAPASAN, EXPRESS)

Decision/Action: 10月将重新整顿PAPASAN EXPRESS和KOHISAN菜单, 所有OUTLET KOHISAN菜单统一, PAPASAN EXPRESS和KOHISAN菜单同步更新. PAPASAN OUTLET菜单明年新年后更新

4. Matters Arising

10月开会讨论需不需要提供WELCOME DRINK或SNACK
各店需减少散单的CLAIM

5. Next Meeting

Date: 待定

Time: 待定

Venue: 待定

Prepared by: CHRIS Date: 24/9/25

PAPASAN



Approved by: _____ Date: _____