



STANDARD OPERATING PROCEDURE

GOOGLE MEET



Google Meet

Document Control Information

Revision History

Version	Written by	Chapter number	Date	Comments
1.0	Abdul Hadi Abd Halim	All	5 th Feb 2025	Creation of Document
1.1	Wan Abdul Muhaimin	All	7 th Feb 2025	

Approved By	Company	Position	Date	Signature
Mohd Kamal Zakry Zainal	DeMi MNA SDN BHD	COO		

1. PENGENALAN

Dokumen ini merupakan manual pengguna yang disediakan sebagai rujukan oleh kakitangan syarikat berkenaan cara-cara untuk menggunakan perkhidmatan persidangan dalam talian Google Meet.

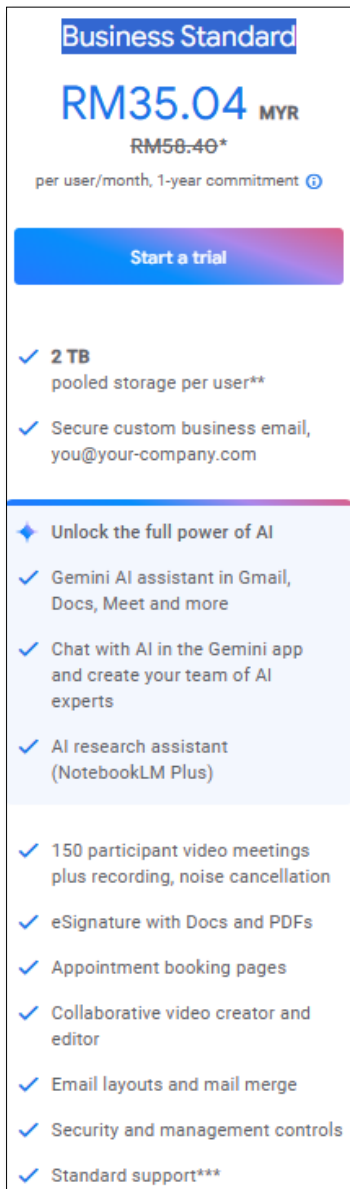
2. AKAUN GOOGLE MEET SYARIKAT

<https://www.google.com/>

Email ID : **demiprooffice.demigroup.com.my**

Password : **P@ssw0rd**

Plans : Business Standard <https://workspace.google.com/pricing>



The screenshot displays the Google Workspace Business Standard pricing page. At the top, it shows the 'Business Standard' plan for RM35.04 MYR per user/month with a 1-year commitment, crossed out from the original RM58.40. A 'Start a trial' button is prominently displayed. Below this, a list of features is provided, including 2 TB of pooled storage, secure custom business email, and access to AI features like Gemini AI assistant and NotebookLM Plus. Other features listed include 150 participant video meetings, eSignature, appointment booking, collaborative video creation, email layouts, and security controls.

Business Standard

RM35.04 MYR
~~RM58.40*~~
per user/month, 1-year commitment ⓘ

Start a trial

- ✓ **2 TB**
pooled storage per user**
- ✓ Secure custom business email,
you@your-company.com

◆ **Unlock the full power of AI**

- ✓ Gemini AI assistant in Gmail, Docs, Meet and more
- ✓ Chat with AI in the Gemini app and create your team of AI experts
- ✓ AI research assistant (NotebookLM Plus)

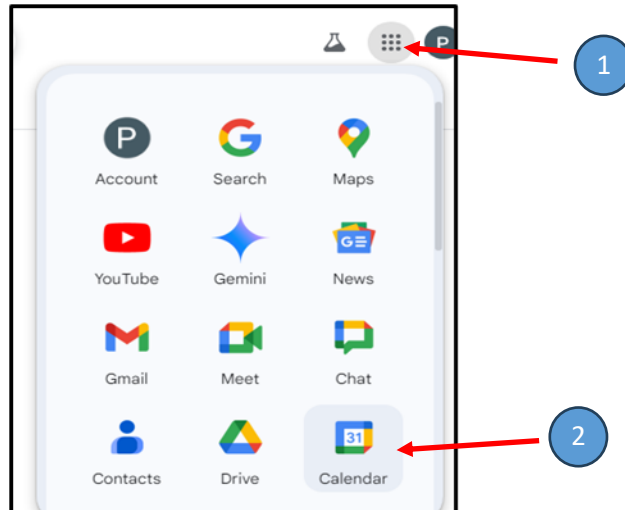
- ✓ 150 participant video meetings plus recording, noise cancellation
- ✓ eSignature with Docs and PDFs
- ✓ Appointment booking pages
- ✓ Collaborative video creator and editor
- ✓ Email layouts and mail merge
- ✓ Security and management controls
- ✓ Standard support***

3. CARA PENGGUNAAN GOOGLE MEET

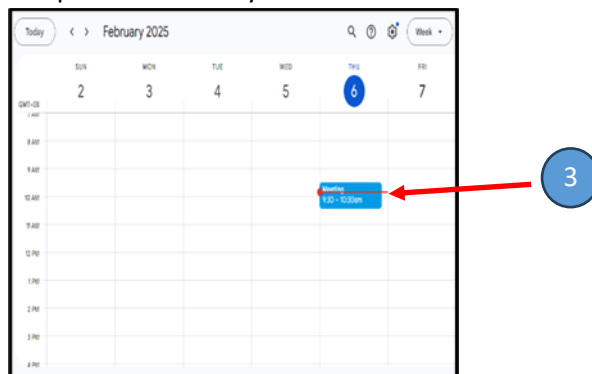
i. Peranan Sebagai Pemanggil Mesyuarat (Admin/Host)

a) Memulakan Mesyuarat

- 1) Login akaun Google Syarikat dan Klik 9 dot pada penjuru atas sebelah kanan.
- 2) Klik pada ikon calendar

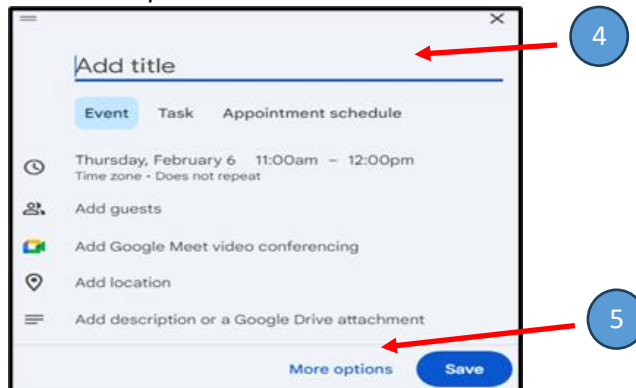


3) Klik pada tarikh mesyuarat

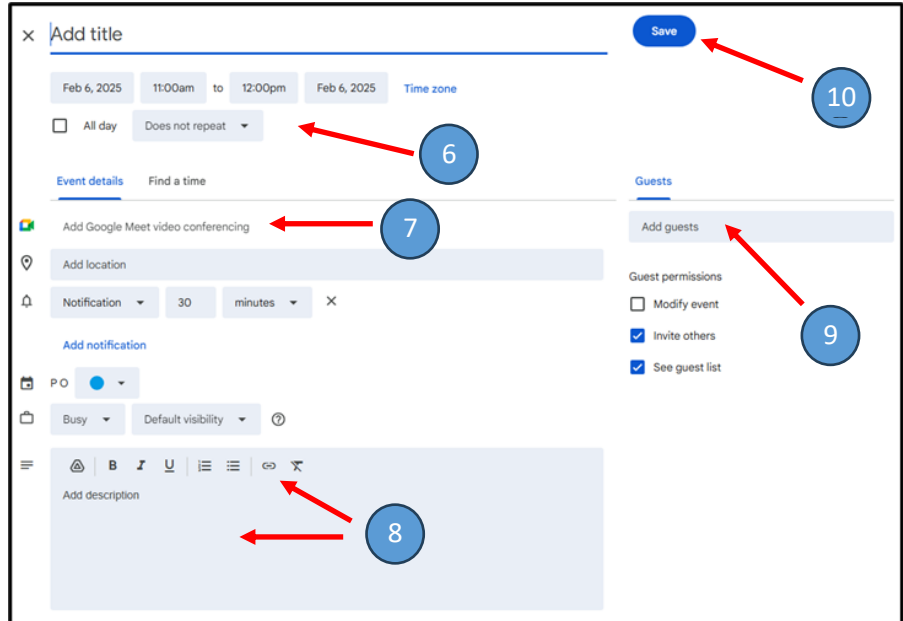


4) Input nama mesyuarat

5) Klik 'More options'



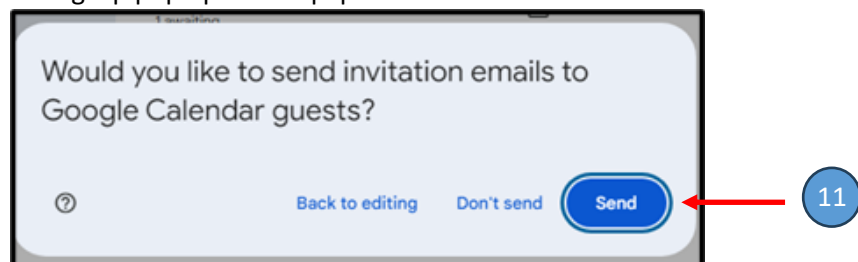
- 6) Uncheck kotak All day dan pilih masa mesyuarat
- 7) Klik pada Google Meet . Paparan terperinci akan dipaparkan. Copy link untuk salinan
- 8) Input maklumat berkaitan mesyuarat dan muat naik lampiran (nota/minit mesyuarat) sekiranya ada
- 9) Input alamat emel ahli/peserta mesyuarat (@demigroup.com.my / @prooffice.demigroup.com.my / @proview.demigroup.com.my / @demicoffee.demigroup.com.my)
- 10) Klik butang Save



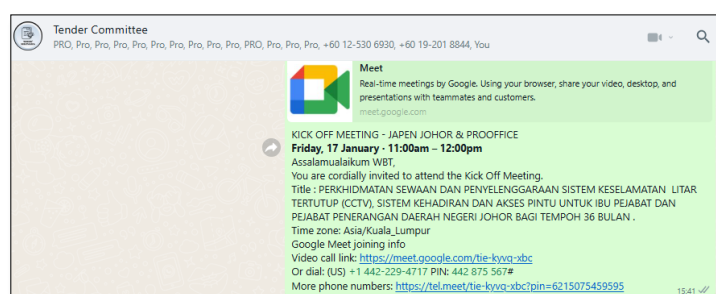
The screenshot shows the Google Meet event creation page. Numbered callouts indicate the following steps:

- 6**: Points to the 'All day' checkbox, which is unchecked.
- 7**: Points to the 'Add Google Meet video conferencing' button.
- 8**: Points to the 'Add description' text area.
- 9**: Points to the 'Add guests' section under 'Guests'.
- 10**: Points to the 'Save' button in the top right corner.

- 11) Tetingkap pop up akan dipaparkan. Klik Send

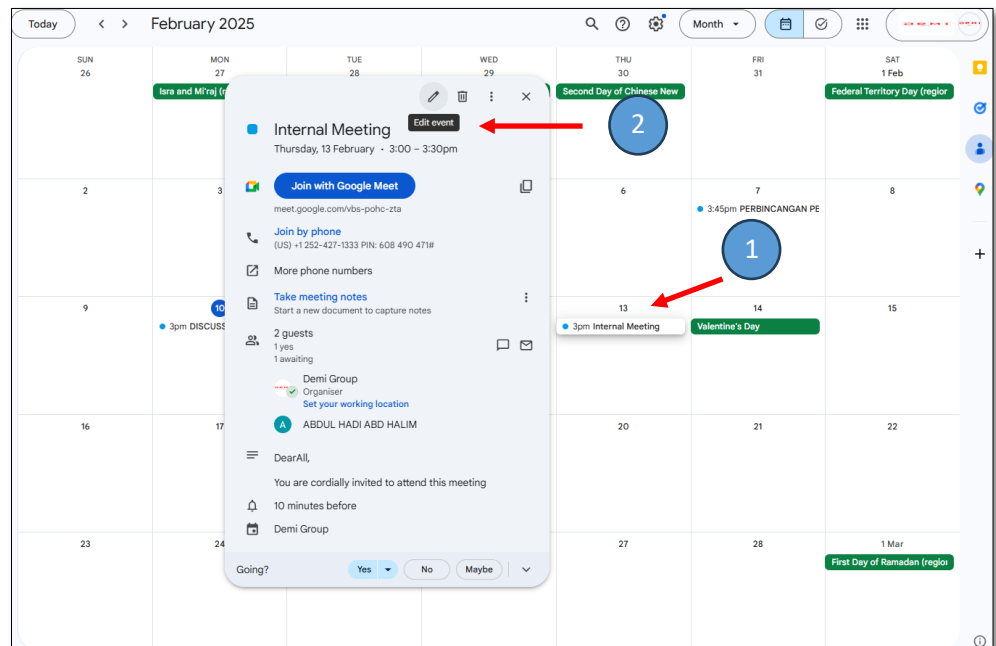


- b) Menghantar Jemputan Selain Email
Admin/host akan memberikan link (Rujuk page 4 – No 7) mesyuarat kepada peserta melalui aplikasi yang mudah dicapai oleh peserta seperti Whatsapp
Contoh

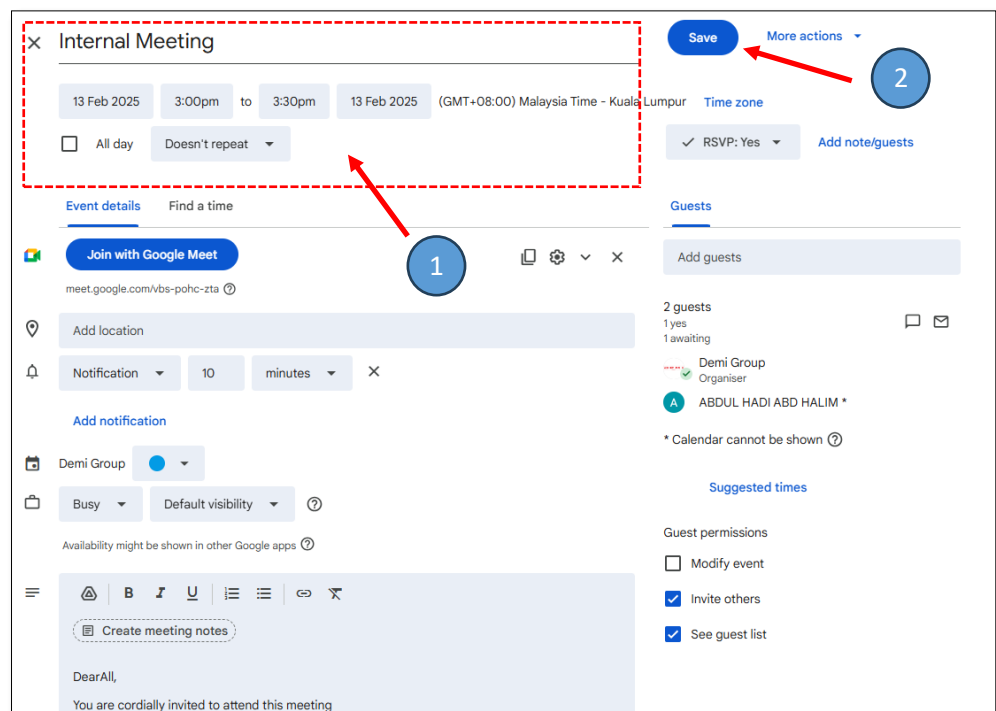


c) Menunda atau Menukar Tarikh/ Masa Mesyuarat

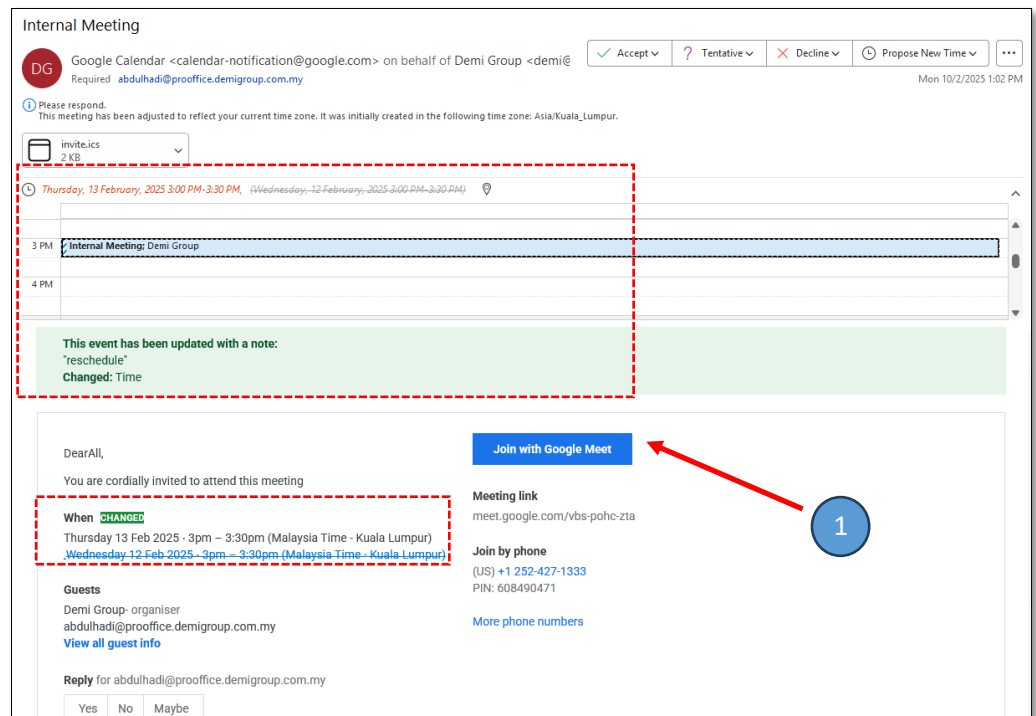
- 1) Buka calendar dan klik pada mesyuarat yang ingin ditukar/ ditunda.
Kemudiannya klik Edit Event



- 2) Pinda/ Pilih tarikh atau masa terbaru dan klik Save.

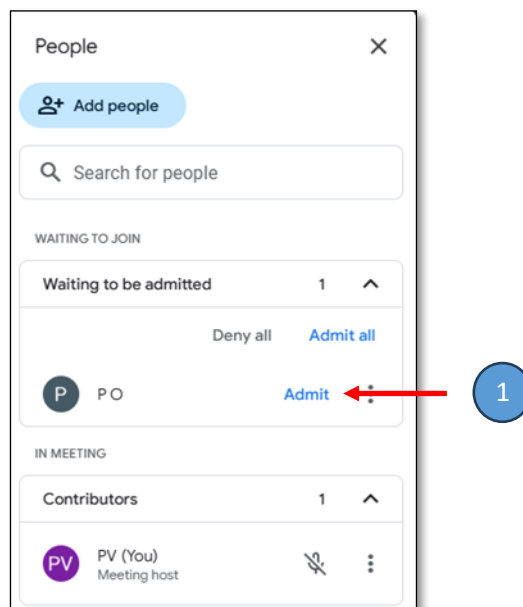


- 3) Peserta/ Ahli Mesyuarat akan menerima notifikasi email secara automatik berkaitan perubahan yang telah dilakukan. Kemudiannya boleh klik Join with Google Meet untuk menyertai mesyuarat ini.



- d) Menerima Peserta/ Ahli Semasa Mesyuarat Sedang Berlangsung

- 1) Klik butang Admit



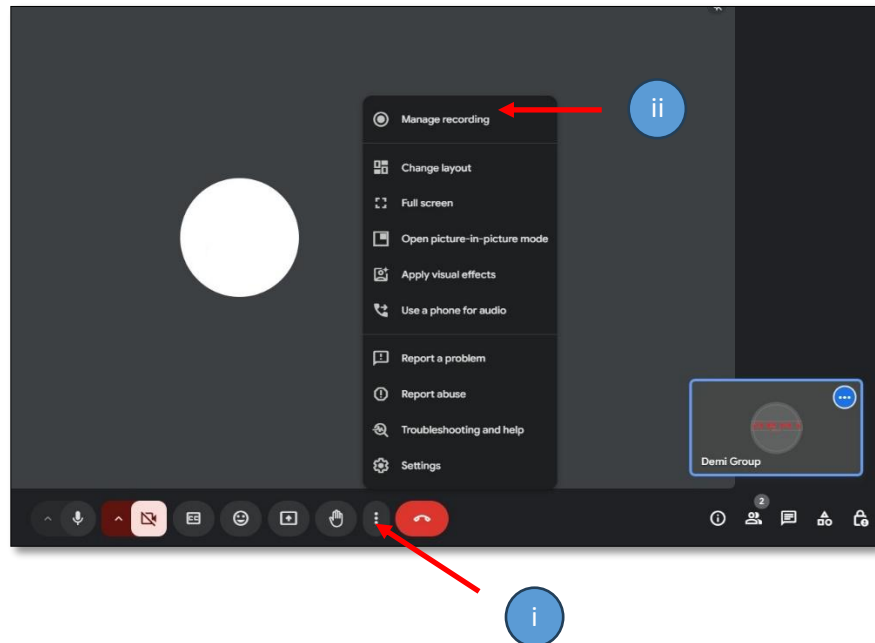
e) Merekod Mesyuarat

Setiap mesyuarat rasmi ianya perlu dirakam (*video record*) oleh Admin.

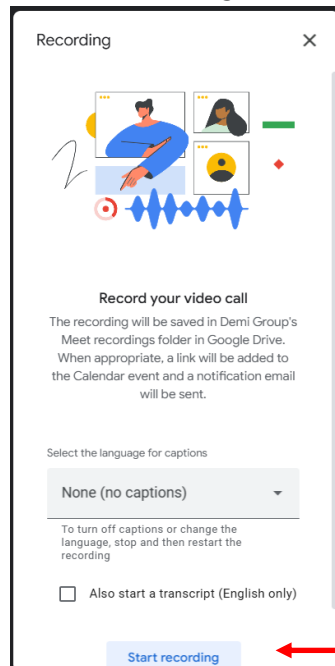
Fungsinya adalah untuk merakam video perjalanan keseluruhan mesyuarat.

Langkah-langkah untuk merakam video adalah seperti berikut:

- i. Klik pada *3 dot button*
- ii. Klik pada *Manage recording*

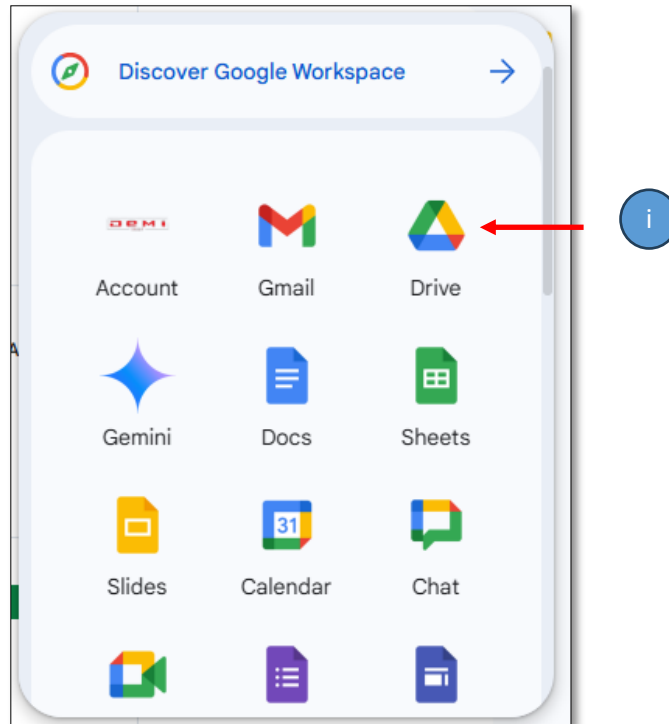


iii. Klik *Start recording*

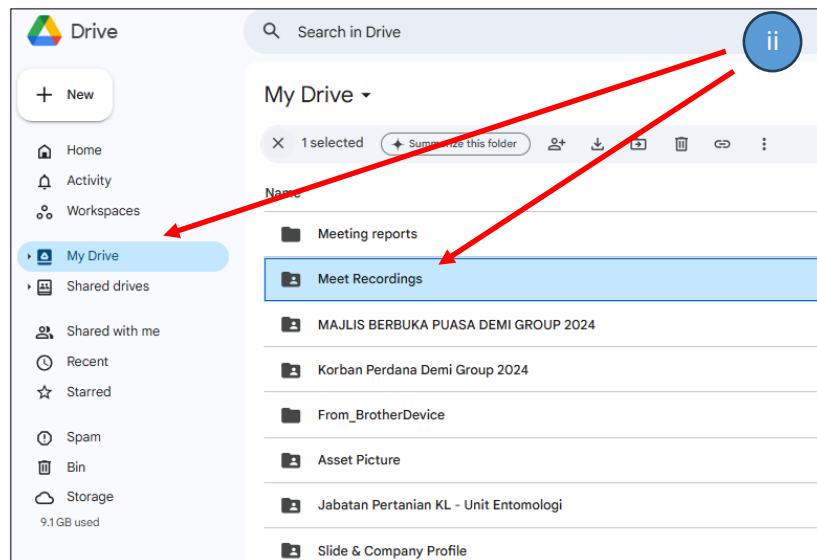


- f) Mendapatkannya Semula (retrieve) Video Mesyuarat
Setiap rakaman akan disimpan didalam Google Drive Syarikat. Langkah-langkah untuk mendapatkannya semula (*retrieve*) adalah seperti berikut:

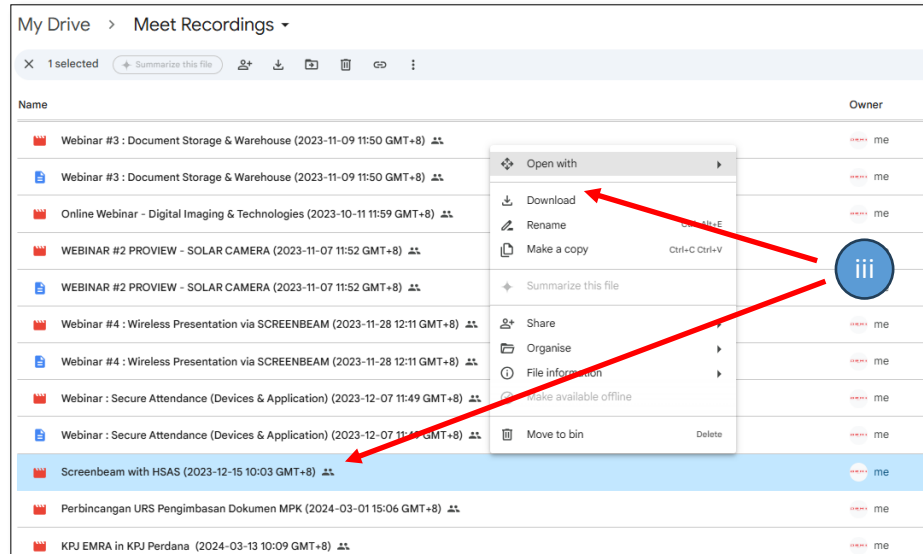
- i. Login akaun Google Syarikat dan klik 9 dot pada penjuru atas sebelah kanan kemudian klik Drive



- ii. Klik My Drive kemudian Meet Recording

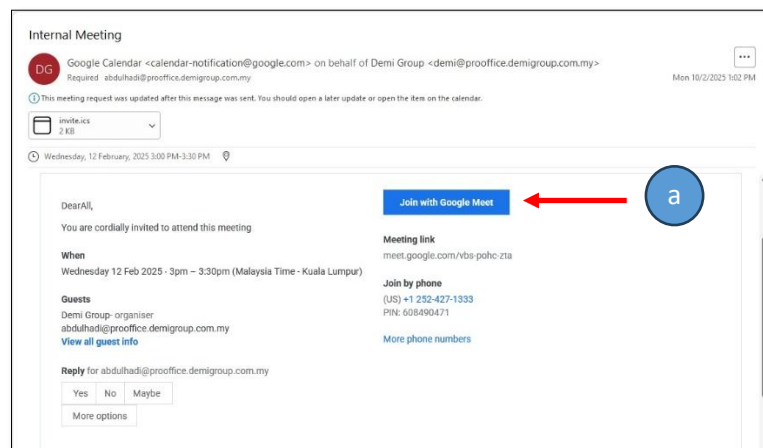


- iii. Semua rakaman video mesyuarat terdapat didalam Meet Recordings Folder. Boleh *double click* untuk view atau *right click* untuk download.

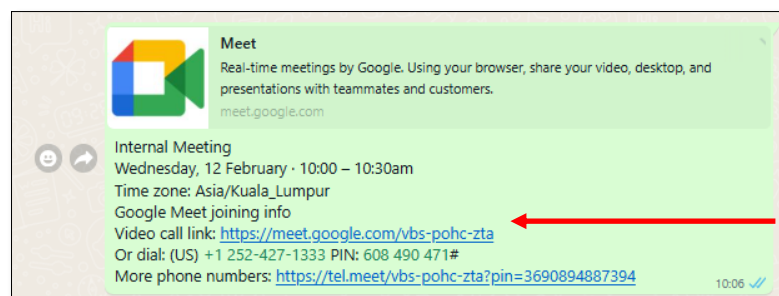


ii. Peranan Sebagai Peserta/Ahli Mesyuarat

a) Menyertai Mesyuarat Melalui Email



b) Menyertai Mesyuarat Melalui Shared Link



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- c) Menyertai Mesyuarat Menggunakan Aplikasi Hangout Meet Pada Smartphone
Muat turun aplikasi Hangout Meet di Google Play (Android) dan App Store (iOS)

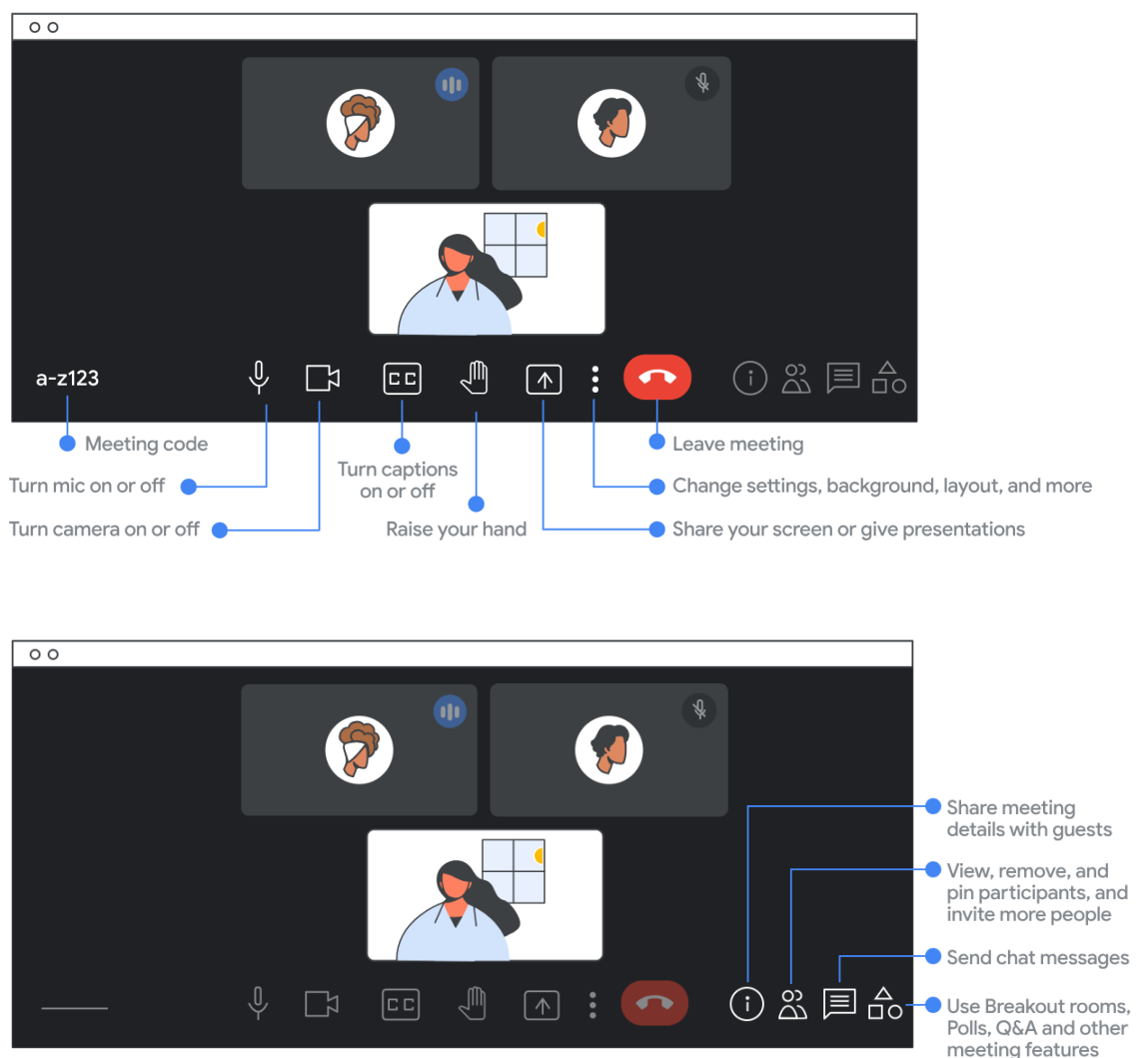


4. CIRI-CIRI GOOGLE MEET

i. Bilangan Peserta – Maksimum 150 peserta



ii. Fungsi Paparan Utama



Rujukan Lanjut <https://support.google.com/meet/answer/10550593?hl=ms>

5. LAMPIRAN

1. How to Create and Start a Meeting as a Host in Google Meet [LINK VIDEO](#)
2. How to Share Screen on Google Meet [LINK VIDEO](#)
3. 11 Tips to Use Google Meet Like a Pro [LINK VIDEO](#)
4. Google Meet Bantuan <https://support.google.com/meet/answer/10550593?hl=ms>