



UTM

UNIVERSITI TEKNOLOGI MALAYSIA

FACULTY OF ENGINEERING
SCHOOL OF COMPUTING
UHMT1012 (SECTION 28)
GRADUATE SUCCESS ATTRIBUTES



**Orang Asli Charity Educational
Program**

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Introduction

An education session about Technology with the Orang Asli of Malaysia would provide them with a much-needed opportunity to improve their lifestyles, and enjoy the same facilities as the other people of Malaysia. Their economic situation has to improve after several years of abuse, to be able to offer the Aboriginal people an adequate lifestyle. Education is believed to be an important phase in combating poverty, and therefore we expect our project will contribute towards helping the Orang Asli.

Our target market for this project intends to be inclusive of all age groups. We mean to hold separate sessions for 3 primary age groups:

- 1) Adults,
- 2) Children, and
- 3) the Elderly.

Holding classes separately would enable each group to learn a skill set suitable for them and at their own pace.

We also plan to collect some donations, including food and other amenities to help the residents of the village we will be visiting. We believe this would help them to feed and nourish properly.

The project is our way of giving back to our society. It is an exciting prospect whereby years of neglect and exploitation can be remedied while the Aborigines learn a skill that will benefit them for years.

Objectives

The objectives of this project are numerous and diverse.

Firstly, through this project, we intend to benefit the Orang Asli community as a whole. By teaching them how to use the technologies that, for everybody else is mere commodity, we enable them to take that first step towards national integration. Technology is so rooted in today's society that it would be virtually impossible to join society without being at least slightly proficient at using computers or smartphones.

Secondly, this project aims to encourage technological competency, especially among the youth, to help them build up their confidence. Computer skills are of paramount importance to successfully get a well-paid job in nearly any sector. Such a skill set would also help in their adaptability to life in big cities and in a technology-driven world.

Additionally, knowing how to navigate the internet opens a lot of avenues that could effectively affect their society. It would encourage knowledge seeking. It would enable Internet Banking. They would also have a platform to voice out their opinions. They could also have more information about their rights and the resources the government put at their disposition.

By donating food and other needs, we can help the Orang Asli survive poverty and fight hunger. Food donation also reduces food wastage and therefore is a win-win situation. People who have excess give to those who are in need. The donation is also a symbolic act of solidarity to show that the unity of the communities in Malaysia.

Problem Statement

First, we meet the problem of communication with the village chief. This is because all of us are not familiar with their local dialect and "Orang Asli" have their local dialect to communicate. This problem leads to the problem of misunderstanding between the village chief and us.

The second problem is the transportation problem. The venue of the event is far away from town. We need to consider transportation for the participant and the crews. Since we have a lot of people involved in this event, we need to rent a bus as our transport. The transportation fee is a large amount of money.

Moreover, the problem in this program is the lack of knowledge about "Orang Asli". This is because all of our members grew up in town and we have a lack of understanding about "Orang Asli". This problem makes us don't have the ideas of the custom and the prohibition of them.

Next, another problem that we met to organize the event is the venue of the event. We face the problem of finding the village that allows us to visit. This is because they feel that it will influence their daily activities.

Lastly, the main problem that we faced in the process of organizing the program "Orang Asli Charity Educational Program" is the problem of sponsorship. We are having difficulties to find the sponsor for our event. Since the event requires a lot of money to support such as fees of transportation, fees of beverage and food, we need sponsorship for our event. The problem of finding enough sponsorship in our event makes us lack of fund in the event.

Organisation Structure

EXECUTIVE MEMBERS

PROJECT MANAGER: MOHAMMAD SAJJAAD KHAN SAHODEEA

VICE PROJECT MANAGER: MUHAMMAD AMIRUL FAHMI BIN NOOR ANIM

SECRETARY: NUR FARZANA ALIA BINTI MOHD SANORI

TREASURER: TAN KAH KHOON

ORDINARY COMMITTEE MEMBERS

ACTIVITY COMMITTEE: i.GOH JO EY

SPONSORSHIP COMMITTEE: i.MUHAMMAD AMIRUL FAHMI BIN NOOR ANIM

VENUE COMMITTEE: i.NUR FARZANA ALIA BINTI MOHD SANORI

MULTIMEDIA COMMITTEE: i.TAN KAH KHOON

Duty and Responsibility of Committee Member

PROJECT MANAGER

- Take the responsibility to organize the project and make sure the objectives of the project achieve
- Leading teams and initiate meeting to ensure the project function properly
- Plan and coordinates committees and take concerns to every single step of the project
- Collaborate with all perspectives before and during the project

VICE PROJECT MANAGER

- Take the role of the project manager when the project manager is unavailable
- Work together with the project manager to share the burden of project manager
- Provide information about the events to the secretary

SECRETARY

- Communicate with the team members
- Ensure the meeting runs smoothly
- Schedule the appointments and contact with the person who is related to
- Prepare the paper works or documents that required in the project
- Attending meetings with recording the minutes of the meeting

TREASURER

- Have the financial planning
 - Prepare the budgets of the project
 - Advice on financial of the project
- Collecting the sponsor and the donation
- Prepare the report of financial information

ACTIVITY COMMITTEE

- Prepare the activity that will be held at the venue
 - Prepare the ice-breaking games
 - Prepare the educational activity
- Prepare the relevant material for the activity
- Discussion with the project team and make the practice together

SPONSORSHIP COMMITTEE

- Contact with the related person to ask for the sponsored food, drink, and the laptop
- Do the fundraising for the project

VENUE COMMITTEE

- Contact with the chief to ask for the approval
- Make sure the venue is suitable for the activities
- Do the early preparation to make sure the cleanliness of the venue
- Communicate with the activities committee to make sure that every activity can run smoothly at the venue

MULTIMEDIA COMMITTEE

- Prepare the posters and promotional videos for the project
- Take the photo and record some video during the project

Estimated Time and Venue

Date: 30/12/2019 – 31/12/2019

Time: 9.00 a.m. - 8.00 p.m. (30/12/2019)

8.00 a.m. - 4.00 p.m. (31/12/2019)

Venue: Kampung Orang Asli Kampung Buaya Semerah, Batu Pahat, Johor Darul Takzim

The villagers of Kampung Buaya Semerah are encouraged to participate in the Orang Asli Charity Educational Program. This program is open to three categories that are elders, adults and children that live in the village. This program is intended to help lighten the burden of villagers who have a shortage of their daily needs. Some of the villagers do not have enough daily needs to survive in their daily lives. Plus, it is hard for them to get help from the government.

This program provides exposure to modern technologies that were commonly used in urban areas such as teaching the basics of using the computer. Most of the people living there don't know how to use a computer. This is because most of them don't have a computer while some of them can't afford to buy one. Plus, some of the villagers didn't think that computer is a necessary need throughout their lives that makes them uninterested to learn about computers.

This program also aims to give more knowledge about education learned in schools. This is because students in the village have difficulties access to education. Most of the villagers do not have transport to send their children to school. Plus, some of the natives still think that education is not important in their children's life. As for the natives who have access to education in a school located in their areas, most of the teachers assigned to the school are not trained well about the culture of the natives. Some of the students been scolded and teased by their teachers over their difficulty in following their lessons.

This program requires volunteers from UTM students to teach the natives knowledge and education about modern technologies nowadays and some basic knowledge of English and Malay language.

Program Schedule

Date and Time	Activity	Venue
30/11/2019 7.00 – 9.00	- Packing donation items - Depart from UTM JB	UTMJB
9.00 – 10.00	- Arrive at Kampung Buaya Semerah hall - Set up for the program - Briefing about the program to participants - Ice-breaking sessions	Kampung Buaya Semerah Hall
10.00 – 11.00	- Breakfast	
11.00 – 2.00	- Teaching session: Elder – BI language session Adult – Basic knowledge of using computer Children – BM and BI language session Educational session	
Lunch and rest		
3.00 – 4.00	Games session: Activity 1: Interactive Games Activity 2: Puzzle Games Activity 3: Thinking Games	Kampung Buaya Semerah Hall
4.00 -5.00	Charity session Appreciation speech from the village chief Appreciation speech from the leader for the volunteering program	
5.00-6.00	Dinner	
6.00-8.00	Teaching session: How to take care of health and hygiene in daily life	

Date and Time	Activity	Venue
31/12/2019 8.00 – 9.00	-Breakfast	Kampung Buaya Semerah Hall
9.00 – 10.00	- Teaching session: Elder – BM language session Adult – Basic knowledge of using computer Children – BM and BI language session Educational session	
10.00 – 12.00	-Thought sharing session	
Lunch and rest		
2.00-3.00	Charity session Appreciation speech from the village chief Appreciation speech from the leader for the volunteering program	Kampung Buaya Semerah Hall
3.00-4.00	Pack up things Depart to UTMJB	

Budget

ESTIMATED INCOME

Sponsorship	Amount (RM)
Cash sponsorship	
Student Affairs UTM (HEMA UTM)	700
Product sponsorship	
SDS Bakery Sdn Bhd	800
Al Fateh Printing	300
Student Affairs UTM (HEMA UTM)	1200
Chamek Kopitiam Taman Universiti	700
Total income	3700

ESTIMATED EXPENDITURE

Activity	Amount (RM)
Food & Beverage - Village Chief and VIP (25*6) - Volunteers (15 * 12) - Participants (15 * 40)	150 180 600
Program - Venue set up fees - Opening ceremony - Closing ceremony - Computer and gadgets renting	250 150 150 1000
Gift & Souvenirs - For Village Chief and VIP (20*6) - Participants (15*40)	120 600
Certificate - Participants (1*40) - Village Chief (1*1) - Volunteers (1*12)	40 1 12
Publicity - Banner (RM30 per piece* 5) - Bunting (RM50 per piece* 2) - Leaflet (RM1.00 * 40)	150 100 40
Total expenditure	3543

Sponsorship Package

1. Pre-Event

Marketing Communications

Sponsor logo is included in the charity event page and any marketing communications promoting the event such as invitation emails.

2. On-Site

Venue Design

Logo of the company is printed on the banner, bunting and leaflet

Banner and bunting for the event which contains the logo or brand of the company will advertise around UTM before the event started

The banner and bunting will also advertise during the event

The back of the shirt worn by the volunteers will be printed logo or brand of the company which sponsored.

Giveaway Design

Logo or brand of the company will be printed on the souvenir which presented to the participant.

The donation package given to the natives will be printed with a logo or brand of the company

3. Post-Event

Includes sponsor logos and mentions in post-event emails or surveys sent to participants and volunteers

Sample of Permission for Volunteering Letter

20th November 2019

Nur Farzana Alia binti Mohd Sanori

Secretary of “Orang Asli Charity Educational Program”

Universiti Teknologi Malaysia

81310, Skudai, Johor.

Dear (recipient name),

I am a second-year student and am writing to ask the university to allow us to go on a volunteer program which related to Orang Asli people where we will teach them how to use computers and basic knowledge of latest technology. This program was implemented as our project for Graduate Success Attribute.

This volunteering project will be conducted by Universiti Teknologi Malaysia students under School of Computer. The reason is to expose the students about our Orang Asli conditions in rural areas and their knowledge in nowadays technology besides teaching the Orang Asli people things that related to computer and basic knowledge of current advanced technologies that grows day by day.

If you give us permission to proceed with this volunteering project, we are sure to achieve amazing goals and objectives of “Orang Asli Charity Educational Program”. I will follow up with you by phone within a week to know if you allow us to do the volunteering but feel free to reach out to us in the meantime if you would like to proceed.

Sincerely,

NUR FARZANA ALIA BINTI MOHD SANORI

Secretary of “Orang Asli Charity Educational Program”

Sample of Permission from Ketua Kampung Letter

20th November 2019

Nur Farzana Alia binti Mohd Sanori

Secretary of “Orang Asli Charity Educational Program”

Universiti Teknologi Malaysia

81310, Skudai, Johor.

Dear (recipient name),

We are second-year students from Universiti Teknologi Malaysia and the reason for writing this to ask Tok Ketua to allow us to do a volunteer program in your kampung. This program related to Orang Asli people where we will teach them how to use computers and basic knowledge of the latest technology.

This volunteering project will be conducted by Universiti Teknologi Malaysia students under School of Computer. The reason is to expose the students about our Orang Asli conditions in rural areas and their knowledge in nowadays technology besides teaching the Orang Asli people things that related to computer and basic knowledge of current advanced technologies that grows day by day. For your information, this charity event will not cost you money but only the time that you will spend with us.

If you give us permission to proceed with this volunteering project, we are sure to achieve amazing goals and objectives of “Orang Asli Charity Educational Program”. I will follow up with you by phone within a week to know if you allow us to do the volunteering but feel free to reach out to us in the meantime if you would like to proceed.

Sincerely,

NUR FARZANA ALIA BINTI MOHD SANORI

Secretary of “Orang Asli Charity Educational Program”

Sample of Fundraising Letter

Nur Farzana Alia binti Mohd Sanori

Program “Orang Asli Charity Educational Program”

Universiti Teknologi Malaysia

81310, Skudai, Johor.

Lt Kol Prof. Madya Dr. Mohd Noor Azli bin Hj. Ali Khan

Kolej Tun Dr Ismail,

Universiti Teknologi Malaysia,

81300 UTM Skudai, Johor.

November 22, 2019

Dear principal,

Request to approve fundraising event in University Teknologi Malaysia

My name is Tan Nur Farzana Alia, my group mates and I are planning to organise a workshop especially for Orang Asli in Malaysia. The main of the workshop is to teach the orang Asli how to use a computer because many of them still don't have an opportunity to learn about the computer.

In order to collect funds for our program, we are writing this letter to ask for your approval for us to do fundraising event in our faculty. The fundraising event will only for those who are really willing to help the Orang Asli in our country. We will ensure that the funds we manage to collect will not be misused.

We really appreciate your cooperation to approve our fundraising event.

Thank you for your cooperation.

Sincerely,

(Nur Farzana Alia binti Mohd Sanori)

Sample of Letter for Sponsorship Request I

Nur Farzana Alia binti Mohd Sanori

Program “Orang Asli Charity Educational Program”

Universiti Teknologi Malaysia

81310, Skudai, Johor.

Lt Kol Prof. Madya Dr. Mohd Noor Azli bin Hj. Ali Khan

Kolej Tun Dr Ismail,

Universiti Teknologi Malaysia,

81300 UTM Skudai, Johor.

November 22, 2019

Dear principal,

Request to approve fundraising event in University Teknologi Malaysia

My name is Nur Farzana Alia, my group mates and I are planning to organise a workshop especially for Orang Asli in Malaysia. The main of the workshop is to teach the orang Asli how to use a computer because many of them still don't have an opportunity to learn about the computer.

In order to collect funds for our program, we are writing this letter to ask for your approval for us to do fundraising event in our faculty. The fundraising event will only for those who are really willing to help the Orang Asli in our country. We will ensure that the funds we manage to collect will not be misused.

We really appreciate your cooperation to approve our fundraising event.

Thank you for your cooperation.

Sincerely,

(Nur Farzana Alia binti Mohd Sanori)

Sample of Letter for Sponsorship Request II

Nur Farzana Alia binti Mohd Sanori

Program “Orang Asli Charity Educational Program“

Universiti Teknologi Malaysia

81310, Skudai, Johor.

Lt Kol Prof. Madya Dr. Mohd Noor Azli bin Hj. Ali Khan

Kolej Tun Dr Ismail,

Universiti Teknologi Malaysia,

81300 UTM Skudai, Johor.

22 NOVEMBER 2019

Sponsorship for Laptop And Transport

My name is Nur Farzana Alia, a student from Universiti Teknologi Malaysia, my group mates and I are planning to organise a workshop especially for Orang Asli in Malaysia. The main of the workshop is to teach the Orang Asli how to use a computer because many of them still don't have an opportunity to learn about the computer.

We are writing this letter because we need your help to sponsor laptop or computers and transport. Our workshop will be held in the village of the Orang Asli. In order to teach Orang Asli about how to use a computer, the amount of laptop is very important to make this program successful. The amount of laptop needed is around 40.

With you by our side at this upcoming program, sure that the objective of our workshop will be achieved.

I will follow up with you by phone within a week to see if you are interested in being an official sponsor for our workshop but feel free to contact us in the meantime if you would like to proceed.

Sincerely,

Nur Farzana Alia binti Mohd Sanori

Conclusion

The main purpose of this program is to educate and give the Orang Asli an opportunity to arm themselves for the tech-driven future. The Orang Asli Charity Educational Program seeks to bridge the gap that exists between the Orang Asli and the other ethnic groups of Malaysia.

Through our teaching sessions, we intend to teach them the basics of using a computer while also aiming at helping to improve their standard of living through donations, but more importantly by supporting their integration in the Malaysian society.

For our program to be successful, we need the support and sponsorship of UTM as well as other organisations. We also need to gather some volunteers willing to invest their time in a good cause. The more help that we get, the better will be the organization, the quality and the response to the program.

It is our dream and vision that other universities, organizations and NGOs replicate our program to help the Orang Asli. We wish to set an example and set a precedent for these types of events that contribute towards helping the less fortunate of society.

Reflection (Muhammad Amirul Fahmi bin Noor Anim)

During our meeting, we discussed the topic we will do for our proposal. After thinking carefully, we decided to organize a charity program that includes a teaching class lesson that varies from different ages for natives. We choose this topic because the natives nowadays have a hard time learning new things such as a computer, English language or even Malay language. This is because most of them don't have transport to send their children to a school that is far away from their home. Plus, the teacher that been assigned at the school is not very good at learning the natives as the natives have difficulties in learning the lesson been taught. Most of them also cannot afford to buy electronic gadget such as a computer.

There are many things that I learned during making the proposal. The first thing that I learn is the structure of an organisation. It is the first time I'm taking part in an organisation structure, so I don't have any experience to distribute the task available and I don't know the duty of each position available in an organisation. Luckily, my teammates helping me in knowing the role of each position available and guiding in distributing the task. The second thing that I learn is responsible for our job. During finishing our proposal, each person has their own task. The content of the task from each person affects the quality of the proposal. Therefore, we have to finish our task seriously. If we do a task without the right dedication, it may affect others work quality and the proposal quality. Next, I learn on how to work as a team efficiently. Before making a decision, we have to hear our teammates' opinion and suggestion. This is because some of our teammates may disagree with our opinion. This may cause misunderstanding or dissatisfaction in a group if we make a decision without hearing others' opinion. Finally, we must never give up on doing something. We may feel very down to the Earth when facing a problem doing a task. But, escape from the problem cannot settle the problem. In fact, it makes us become a coward and afraid to take risks. We have to overcome a problem we faced no matter how many times we failed.

In conclusion, I would like to thank my teammates for helping me with finishing the proposal. Without their full effort on doing their job, we would not finish the proposal in time. I also would like to thank our lecturer, Dr Hadi, for giving us tips and guiding us doing the proposal. I also like to thank my friends and anyone who participated directly or indirectly helping us finishing our proposal.

Reflection (Goh Jo Ey)

During the discussion, our project team decided to choose the "Orang Asli Charity Educational Program" as our project for many reasons. The first reason is we want to make a better life for "Orang Asli". As we know, the technology at the place they live in is not that advanced and they might not know how to familiarize themselves with the technologies nowadays. Moreover, education about personal hygiene is the most important part and it will affect their health. We hope that education through this event can help them gain some knowledge. We also carry out the fundraising event to help their financial problems.

There are many obstacles I met during making this proposal. The first problem is the lack of knowledge about the "Orang Asli". Firstly, I do not know much about "Orang Asli". Throughout the research about "Orang Asli" and the explanation by the group members, we can determine what action we can do to help their daily life and how we can help them.

Next, the problem is how to write a proper proposal for an event. I felt panic as a proposal has a lot of parts such as problem statements, objectives, an estimated budget and more need to do. Through the meetings with my group members, we discuss it one by one and settle it one by one before we divide the task. It makes me feel more comfortable as we brief all parts in the proposal to have a rough idea for every part.

Besides, I also learned a lot in making this proposal. The first thing I learned is the organization of an event. In making this proposal, I learned about the process to organize an event, what should we take note in proposing, and how to deliver the message well in a proposal.

Teamwork is another important thing I learned from this project. We work in a team so we can get different perspectives on feedback and ideas. Instead of complaining and blaming, we discuss all the problems we met together even we have different ideas and opinions on something. Teamwork also improves the efficiency of our project. It makes me realize the importance of teamwork.

Lastly, I truly appreciate the efforts of my group members as all of them are willing to spend their own time for the meetings and discussion. We can submit the proposal on time as all of them done their responsibilities to complete their tasks. I felt lucky to meet responsible group members like them.

Reflection (Tan Kah Khoon)

After several meetings and discussions, we chose “Orang Asli Charity Educational Program” as our proposal’s topic. This is because we are aware about the education of some of the Orang Asli may not be good enough through the Internet. Many of the Orang Asli of our country, Malaysia still don’t have the chance to study and learn about technology nowadays such as a computer. The evolution of the technology nowadays is very fast and many of our daily lives are connected with it. So, it is important for them to learn about those technologies. This is the reason why we choose this program as our proposal’s program because we want to help those Orang Asli who still do not have the chance to study and learn about the technology especially computer. This program is a win-win program because we can also have the opportunity to learn about how the procedure of conducting a program goes.

Since this is our very first time to conduct a program, it is unavoidable that we will face a lot of problems. The first problem we face is seeking sponsorship. In order to run a program, funding is the most important thing as we cannot do anything without it. It is very hard to find someone or an organisation which are willing to become our sponsorship in free of charge condition. During the process of finding sponsorship, we visited a lot of organisations. Undeniably, we will face a lot of rejection because not all of them are that kind to sponsor us. But fortunately, there still exists a company which are willing to become our sponsorship as they agree with our action to help those Orang Asli such as S.D.S. In order to find sponsorship, we also asked other UTM society to learn something from their past experiences to find sponsorship. Even though this is a very tough task for all of us, but we are still happy as we can learn something new and meet a lot of new friends.

After solving the problem of funds, the next task is to plan the whole program. Calculation on which part and amount of funds should be used is very important because the funds we got are very limited and we tried not to waste any of the funds to prevent any over-costing problem. During our meeting, I learn a lot from my teammates’ opinions and ideas on how we should plan our program. Fortunately, all of my teammates are good at cooperation with each other and good at doing our own task. This makes me feel proud to be one of them. Every problem can be solved by doing together. Our program can run smoothly because of all of my teammates will present every single meeting we have to give ideas and to solve problems together.

In conclusion, I would like to thank all of my teammates because this program can be run successfully because of their cooperation and responsibility. I would also like to thank those who lend me a hand while we are in a problem such as our lecturer Dr Muhammad Abd Hadi Bunyamin who always give us a lot of advice on our program and teach us a lot of things which cannot learn from the books such as soft skills.

Reflection (Nur Farzana Alia binti Mohd Sanori)

During our first meeting, we really have no idea what to do for this project. After a long thought, one of our teammates came with an idea of doing charity for Orang Asli by teaching them things like how to use computers and some languages. We thought that is a very good idea and decided to proceed with it. The name of our project is “Orang Asli Charity Educational Program”.

The reason why we chose this project is that we know that the Orang Asli have difficulty to be exposed to nowadays technologies since they live in a very rural area. So, we need to approach them and teach them how to use technologies so that they can be not too shocked by the technologies once they come out of the rural area. We also will teach them about some language, especially for elders and children. This is quite thrilling for me because this would be my first time to go to Kampung Orang Asli. I have never experienced it before therefore I would make sure to experience it in any way I can.

During the making of the proposal, I have learned quite a lot of new things such as the structure of an organisation. Each one of us assigns with a specific position that needs in an organisation to complete a task. I have assigned as a secretary and this is my first time doing so. I really have no clue what should I do and what my scope of work really are but thanks to my groupmates who help me a lot, I think I can do a pleasant job as a secretary. I also learned that before we make a crucial or minor decision, we need to ask for other person opinion or suggestion so that we can get a better result that may affect our proposal and teamwork.

The next new thing that I learned during this proposal making is how to write a proper proposal for an event. Honestly, I really do not know what to put into the proposal as this is my first time doing so. After some meetings and discussion with my teammates, we finalize what should we do for our proposal. We got the rough idea for each part and example of it. We followed how to create the proposal based on the example and add-on some parts that we think we need to do. The tasks were divided within our team members.

As for the conclusion, I had a great time doing this proposal as I learned new things and gain new friends. I also truly appreciate the effort and hard work put forth by the team members in making this project proposal a success besides the willingness to spend their time for the meetings and discussions conducted.

Reflection (Mohammad Sajjaad Khan Sahodeea)

This project was an opportunity for my team members and me to understand the process of organizing a large-scale event. Most of us being first- or second-year students meant that we would be exploring a new frontier and learn to see event-organizing in a more professional manner. We had to approach the event systematically, going through the minutest detail of transport, food arrangement, venue, etc. to reduce the possibility of any disaster occurring.

The topic "Orang Asli Charity Educational Program" was chosen because of its connection to Malaysian history and roots. Furthermore, it represented a step in the direction of righting a major wrong – the marginalization of a whole community.

My teammates chose me as team-leader which was a position I tried hard to live up to. This was a novel experience for me as I am more used to follow than lead. In the beginning, I thought that as a leader, I would have to do the majority of the work. But I was very pleased to find that all of us agreed to share the burden.

At first, I was worried about the project and the immensity of the task. However, having a great team made the task less daunting. During the second group meeting, when we broke the project down to actionable steps, the job suddenly seemed easier and the vision of the end product became much clearer.

Teamwork is, obviously, a key aspect to make a group project right. And our team was, I believe, a template of how teams should behave. Everybody contributed during group discussions, bringing fresh ideas to the table. Every member contributed to the project and brought his/her own strengths to the fore to make the project successful.

Another pillar of a successful end product is to set deadlines for the different stages of the project. By doing so, we were able to ensure that all members were doing their jobs. It also helped make the process run smoother as everything needed for the subsequent phases of the project was ready before we moved to it.

Appendix

I. The logo for the Event



**Orang Asli Charity Educational
Program**

II. The Brochure

Front

Meet us there!



VENUE:
Kampung Orang Asli
Kampung Buaya Semerah,
Batu Pahat,
Johor Darul Takzim

DATE:
30 December 2019

Sponsored by :




Chamek Kopitiam
The Old Tradition With New Aspiration



UTM
UNIVERSITI TEKNOLOGI MALAYSIA



ORANG ASLI
CHARITY EDUCATIONAL
PROGRAM

towards better future for natives!

Back

About Us



Our project, entitled "Orang Asli Charity Educational Program" seeks to organize an expedition to an Orang Asli village and hold a session about some basic computer uses and the latest technologies.

An education session with the Orang Asli of Malaysia would provide the latter with a much-needed opportunity to improve their lifestyles, and enjoy the same facilities as the other people of Malaysia. Education is believed to be an important phase in combatting poverty, and therefore we expect our project will contribute towards helping the Orang Asli.

We also plan to collect some donations, including food and other amenities to help the residents of the village we will be visiting. We believe this would help them to feed and nourish properly.

Our programme schedule

Date and Time	Activity	Venue
30/12/2019 7.00 - 9.00	- Picking donation items - Depart from UTM JB	UTMB
9.00 - 10.00	- Arrive at Kampung Buaya Semerah hall - Set up for program - Briefing about program to participants - Ice breaking sessions	Kampung Buaya Semerah Hall
10.00 - 11.00	- Breakfast	
11.00 - 2.00	- Teaching session: Elder - BI language session Adult - Basic knowledge of using computer Children - BM and BI language session Educational session	Kampung Buaya Semerah Hall
Lunch and rest		
3.00 - 4.00	Games session: Activity 1: Interactive Games Activity 2: Puzzle Games Activity 3: Thinking Games	
4.00 - 5.00	Charity session Appreciation speech from the village chief Appreciation speech from leader for the volunteering program	Kampung Buaya Semerah Hall
5.00 - 5.30	Pack up things Depart to UTMJB	

Be a VOLUNTEER!

Want to join our program?
Contact us to join our journey on brightening their future!

Aqil - 011 - 12560287

Where can i donate my things?

If you want to help them. You can send all your preloved things to us. We will pack them nicely and deliver it to the natives. We will open a booth at N28a and N28 for donation at 28th and 29th November.

For more inquiry, contact:
Fahmi - 019 - 2879543

III. MINUTE OF MEETING

FIRST MEETING

No.	Group Member	Time Arrival with Signature	Time Finish with Signature	Group Meeting Agenda				Other Remarks e.g. potential difficulties/limitations
				Date: 12 th November 2019 Time: 2100 - 2200		Who took the notes? Name: Nur Farzana Alia	Who is leading the discussion? Name: Muhammad Amirul Fahmi	
				No.	Agenda Items What are the things that discussed at the meeting?	Who is talking/giving ideas?	What action needs to be taken?	
1.	Mohammad Sajjad Khan Sahodeea	Absent	Absent	-	-	-	-	Due to personal reason
2.	Muhammad Amirul Fahmi bin Noor Anim	<i>Fahmi</i>	<i>Fahmi</i>	1.	Program to be organise	Muhammad Amirul Fahmi bin Noor Anim	Discuss the benefit of the Orang Asli Educational Day	Lead the meeting as the vice project manager
3.	Nur Farzana Alia Binti Mohd Sanori	<i>Alia</i>	<i>Alia</i>	2.	Objectives of the program	Nur Farzana Alia binti Mohd Sanori	Discuss the main objective of the program	-
4.	Goh Jo Ey	<i>Jo Ey</i>	<i>Jo Ey</i>	3.	Activities during the program	Goh Jo Ey	Discuss the possible activities during the program	-

5 .	Tan Kah Khoon	<i>Tan</i>	<i>Tan</i>	4.	Charity	Tan Kah Khoon	Discuss about the things that need to give to the Orang Asli as charity gifts	-
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SECOND MEETING

No.	Group Member	Time Arrival with Signature	Time Finish with Signature	Group Meeting Agenda				Other Remarks e.g. potential / difficulties/ limitations
					Date: 21 st November 2019 Time: 1430 - 1530	Who took the notes? Name: Nur Farzana Alia	Who is leading the discussion? Name: Mohammad Sajjad Khan Sahodeea	
				No.	Agenda Items What are the things that discussed at the meeting?	Who is talking/giving ideas?	What action needs to be taken?	
1.	Mohammad Sajjad Khan Sahodeea			1.	Objectives of the program	Mohammad Sajjad Khan Sahodeea	Discuss the additional things of the objectives of the program	Lead the meeting as the project manager Lack of knowledge of Orang Asli situation in Malaysia
2.	Muhammad Amirul Fahmi bin Noor Anim			2.	Program Schedule	Every member	Discuss when and the time schedule of the event	-
3.	Nur Farzana Alia Binti Mohd Sanori			3.	Sponsorship	Nur Farzana Alia binti Mohd Sanori	Provide some information on how to get sponsorship (PC, laptop)	-

4 .	Goh Jo Ey	<i>Jo Ey</i>	<i>Jo Ey</i>	4.	Distributing task	Goh Jo Ey	Discuss which member will do their part for the project proposal	-
5 .	Tan Kah Khoon	<i>Tan</i>	<i>Tan</i>	5.	Letters	Every member	Discuss who we need to send letters of permission of the project and request for charity	-

THIRD MEETING

No .	Group Member	Time Arrival with Signatur e	Time Finish with Signatur e	Group Meeting Agenda				Other
				Date: 4 th December 2019 Time: 1100 - 1200		Who took the notes? Name: Nur Farzan a Alia	Who is leading the discussion? Name: Mohamma d Sajjad Khan Sahodeea	Remarks e.g. potential/ difficulties / limitations
				No .	Agenda Items What are the things that discussed at the meeting?	Who is talking / giving ideas?	What action needs to be taken?	
1.	Mohamma d Sajjad Khan Sahodeea			1.	Progress of the report	Every member	Discuss what had been done and what needs to be changed a little	-
2.	Muhamma d Amirul Fahmi bin Noor Anim			2.	Presentatio n		Discuss the project presentation	
3.	Nur Farzana Alia Binti Mohd Sanori							
4.	Goh Jo Ey							
5.	Tan Kah Khoon							

FOURTH MEETING

N o.	Group Member	Time Arrival with Signature	Time Finish with Signature	Group Meeting Agenda				Other Remarks e.g. potential / difficulties/ limitations
				Date: 11 th November 2019 Time: 1000 - 1030		Who took the notes? Name: Nur Farzana Alia	Who is leading the discussion ? Name: Mohammad Sajjad Khan Sahodeea	
				N o.	Agenda Items What are the things that discussed at the meeting?	Who is talking/giving ideas?	What action needs to be taken?	
1.	Mohammad Sajjad Khan Sahodeea			1.	Progress of the report	Every member	Discuss what had been done and what needs to be changed a little	Distribution of task: Some have to do more parts but some have to do less
2.	Muhammad Amirul Fahmi bin Noor Anim							
3.	Nur Farzana Alia Binti Mohd Sanori							
4.	Goh Jo Ey							
5.	Tan Kah Khoon							

FIFTH MEETING

No .	Group Member	Time Arrival with Signatur e	Time Finish with Signatur e	Group Meeting Agenda				Other Remarks e.g. potential/ difficulties / limitations
				Date: 15 th December 2019 Time: 1000 - 1030		Who took the notes? Name: Nur Farzana Alia	Who is leading the discussion? Name: Mohammad Sajjad Khan Sahodeea	
				No .	Agenda Items What are the things that discussed at the meeting?	Who is talking / giving ideas?	What action needs to be taken?	
1.	Mohammad Sajjad Khan Sahodeea	<i>Sajjad</i>	<i>Sajjad</i>	1.	Slides for presentation	Every member	Discuss on what had been done and what need to be changed a little	Task are equally distribute
2.	Muhammad Amirul Fahmi bin Noor Anim	<i>Fahmi</i>	<i>Fahmi</i>	2.				
3.	Nur Farzana Alia Binti Mohd Sanori	<i>Alia</i>	<i>Alia</i>	3.				
4.	Goh Jo Ey	<i>Jo Ey</i>	<i>Jo Ey</i>	4.				
5.	Tan Kah Khoon	<i>Tan</i>	<i>Tan</i>	5.				

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