



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

FACULTY OF ENGINEERING

**COURSE: UHMT1012-28 ATRIBUT KEJAYAAN
GRADUAN (GRADUATE SUCCESS
ATTRIBUTES)**

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INTRODUCTION

Many graduates struggle with the working issues after graduate from the university. Probably most of the graduates will undergo the same process from sending resumes to companies, if lucky and get an interview, if even lucky get an offer. After accept the offer, they will have to start their repeating work life. There is no doubt that there is a lot of fresh graduates in Malaysia facing issues in adapting to work environment. As a graduate, you might be well-prepared to write a good thesis but are you really ready to work? [2] Many fresh graduates are stunningly ill-prepared for the workforce, without realising it. Industry players look for fresh recruits who possess critical thinking skills and breadth of knowledge that comes from understanding not only how to perform a given task, but the reasoning behind it. [2] This is what most of us worrying about the ability of graduates in adapting new environment.

In university, we could make mistakes in tests and you have a chance to retake the subject. But in a work environment, we might even not given a chance to alter our mistake because we are no longer considered as a “child”. Although most of us still act like a child. [4] Before this, we have lecturers that care for us and they are willing to guide us to the way of success but in the cruel society, not everyone wants to help us so we have to be well-prepared to overcome the challenges.

Anyway, we could not deny that majority of the things we learn in the class of the university is not enough for us to be a comprehensive and mature person. Many of us still don't know the way to fight against the stress, has low adaptability in environment, and how to keep a positive emotion. It is easy to learn by theoretically but practically, there is only a small amount of people are able to do that. So, we need experiences and all the experience we have gained is good experience. [3]

In a nutshell, this is the reason why we are trying to make a seminar for the graduates to have a mental preparation as well as increase their confidence. The title of the seminar is “Graduate Career Day: Preparation of life after graduate”. We have prepared a lot of activities which aim to teach them some moral values and core values in a interesting way. Hopefully it can help them to become the one they want to be. Although coming from a high school or university that offers course which consist of field works and classes, this seminar have the need for preparation for the graduate to prepare for a new career as a professional worker.

OBJECTIVES

The objective of the seminar to expose a true work environment for graduates and to help prepare graduates for the reality of the workplace. Many recent graduates say that they are struggling with the transition from classroom to career world and have difficulty adapting to life at work. In this program, seminar will strive to develop skills for graduates and produce a good product of graduates that are acceptable to the company.

Besides that, the objective of this seminar is to build confidence and mental preparation for graduates to achieve the reality of the workplace. This seminar will expose graduates about the quality company they want to gain from new graduates such as communication and teamwork skills where graduates must participate in group discussion, listen to others' opinion or have an analytical thinking to solve problems quickly and effectively.

Moreover, the program is designed to improve the graduates' self-esteem and develop leadership qualities(1) In addition, they need to be prepared to show their potential for doing a good work and graduates' ways to solve the problems they face in their workplace. The examples of leadership qualities are they need to be clearly outstanding in his or her profession, exemplify the best in service, research, teaching, and administration(1) As a result, companies are more confident in accepting quality graduates as employees in their company.

Tuan Yang Terutama Yang di-Pertua Negeri Sabah, Tun Datuk Seri Panglima Haji Juhar Datuk Haji Mahiruddin advices that graduates should become a positive and committed individual, with this strong and determined attitude the graduates will be able to continue the glory of Malaysia. Hence, graduates need to be mental and physically prepared before get in to workplace because it is quite ambiguous and difficult to predict. As a new generation, it should be more challenging with new ideas to make Malaysia become one of the best countries.

PROBLEM STATEMENT

The problem that we may face during organize the seminar is we are having difficulties to find the related person like to give talk or speech for this event. This is because this program needs a person or professional speaker to give some speech or talk on how to deal with working life or experience so on.

Besides that, we don't have a large target for participant for this seminar because some maybe don't like to sit and do the typical things that will be carried out during the event. We are trying to give them a lot of exposure in related to graduate success attribute for the seminar which will be one of the objectives.

Moreover, we are lacking knowledge about the specific issues with graduate that having problem transition from student to working environment. With these issues, we cannot be specific to the problem that graduate nowadays faced for the seminar. The problem that they may have are varied. This problem will affect us to have some difficulties to carry out the program.

Lastly, the obvious one is about having a problem with finding sponsorship for the proposed event. We may need a lot of money to organize the talk and activities. Therefore, we need sponsorship to sponsor for our program. So, lack of sponsorship will make us having difficulties to organize the program.

ORGANISATION STRUCTURE

Member of the Executive Committee

Program Manager : Muhammad Hafiz Bin Khairul Anwar
Secretary : Kiew Xue Kee
Treasurer : Srivani A/P Murugan

Ordinary Committee Member

OCM Venue : Naufal Hadi Syukrima
: Nuramyra Natasha Binti Ismalludin

OCM Registration : Lim Chin Qing
: Aaron Ryan Shamika
: Ammar Hawari Abdillah

OCM Food and Drinks : Farzana Alia

OCM Certificate : Roshiny A/P Mani

OCM Multimedia : Hafizah Nadia Binti Iskandar
: Chong Li Ling

DUTY AND RESPONSIBILITY OF COMMITTEE MEMBERS

Program manager

- Organizing the programs and activities in accordance with the mission and goals of the organization
- Meeting with stakeholders to make communication easy and transparent regarding project issues and decisions on services.
- Manage the risks and issues that might happens and do arise over the course of the program life cycle, as well as take measures to correct them when they occur.

Secretary

- Ensuring the meetings are effectively organized
- Create the report of the program.
- Preparing the documents and forms of the program.
- Taking notes during the meetings.

Treasurer

- Prepare the financial report after the program ends.
- Manage and control all the spending that was used in the program.
- Find the sponsor for the program
- Prepare and collect the budget for the program.

OCM Venue

- Rent the venue for the program.
- Arrange the place and all the stuff that are going to be used in the program.
- Maintain the cleanliness of the venue.
- Decorate the venue for the program.

OCM Food and Drinks

- Prepare the food and drinks for all participants and the VIP guests.
- Make sure the food and drinks are distributed.

OCM Certificate

- Prepare the certificate for all participants and sponsor.

OCM Multimedia

- Create the logo and poster for the event with the help from OCM Venue.
- Record the video and take the photo of the following event.
- Edit all the photos and videos that will be used after the program.
- Manage and prepare all multimedia stuff that are going to be used in the program.

BUDGET

ESTIMATED INCOME

Registration Fees

Income	Cost (RM)	Quantity (RM)	Total (RM)
Student Fees	7.00	50	350.00
Public Fees	10.00	30	300.00

Total registration income: RM 650.00

Exhibitors

Income	Cost (RM)	Quantity (RM)	Total (RM)
Large booth	RM 210.00	1	RM 210.00
Small booth	RM 140.00	2	RM 280.00

Total exhibitors income: RM 490.00

Sponsorships

Sponsorships	Amount (RM)
Cash Sponsorship - Student Affair UTM & Majlis Perwakilan Mahasiswa UTM (MPM UTM)	300.00
Product Sponsorship - Cactus Mineral Water - Gardenia Malaysia - AI Fateh Printing - Js Stationery and Gift Gallery	150.00 90.00 200.00 500.00

Total sponsorship income: RM 1240.00

ESTIMATED EXPENDITURE

Activity	Cost (RM)	Quantity (RM)	Total (RM)
Mak Ngah Catering (Lunch)	5.00	100	500.00
Program			
- Venue set up fees	200.00	Per day	200.00
- Closing Ceremony	100.00	-	100.00
Publicity			
- Banner	30.00	3	90.00
- Module for participant	5.00	80	400.00
Gift & Souvenir			
- VIP and Speakers	50.00	3	150.00

FREE OF CHARGE (Provided by sponsor)

Activity	Cost (RM)	Quantity (RM)	Total (RM)
Food and Beverage (Breakfast)			
- Cactus Mineral Water	1.50	100	150.00
- Gardenia Malaysia	0.90	100	90.00
Certificate			
- AI Fateh Printing	2.50	80	200.00
Gift & Souvenir			
- Participants	-	-	500.00

Total Expenditures: RM 2380.00

SPONSORSHIP PACKAGE

TITLE SPONCER : Student Affair UTM

Majlis Perwakilan Mahasiswa UTM (MPM UTM)

Sponsorship values	TITLE SPONCER	GOLD Level Sponsor RM 500	SILVER Level Sponsor RM 200	BRONZE Level Sponsor RM 100
Exhibition Space	▲	▲		
Logo branding on the event brochure / guide	▲	▲	▲	
Provide social media shout outs to promote sponsors.		▲		
Logo branding on the event banner and bunting around UTM campus and event venue.	▲	▲	▲	▲
Appreciate certificate for the sponsors.		▲	▲	▲
Marketing Material giveaway.		▲	▲	
Recognition during the program.	▲	▲	▲	▲
Logo branding on the Module.	▲	▲		
Include Questions in post-event survey.	▲	▲		
Recognition as Title Sponsor during Closing Ceremony.	▲	▲	▲	

SAMPLE OF SPONSORSHIP LETTER

28/04/2019

Program “Graduate Career Day”

Universiti Teknologi Malaysia

81310, Skudai, Johor.

Dear (recipient name),

My name is Srivani A/P Murugan, a student from Universiti Teknologi Malaysia, we are first-year students from Faculty of Engineering, School of computing. We are planning to conduct a program about graduates and careers in UTM campus in order to lead UTM graduates’ to the proper pathway. Therefore, we are aiming to raise (amount) to fund this “Graduate Career Day” program. As you are a large organisation that could benefit from grabbing attention of public, we would like to invite you as an official sponsor in exchange for your company logo on all gifts and souvenirs, attendee engagement during the event and we will help your company doing the social media shout out while advertising “Graduate Career Day” program. Alternatively, your team could provide (service or donation amount) in your role as our sponsor. With (company name) by our side at this upcoming program, we are sure to achieve fundraising goal and objective of “Graduate Career Day” program. I will follow up with you by phone within a week to see if you are interested in being an official event sponsor but do feel free to reach out to us in the meantime if you would like to proceed.

Sincerely,

SRIVANI A/P MURUGAN

Treasurer of program “Graduate Career Day”

ESTIMATED DATE, TIME, VENUE

Date: 13th Jan 2020 (Monday) - 14th Jan 2020 (Tuesday)

Time: 8.00 a.m. – 6.00 p.m.

Venue: N24, Faculty of Engineering, School of Computing, UTM Skudai, Johor Bahru

UTM Students are encouraged in participating in “Graduate Career Day: Preparing for life after graduate” seminar. This seminar is open to all UTM students, Skudai Johor Bahru and they are strongly encouraged to get involved in this program.

This is because the program aims to raise awareness among UTM students about the importance of preparation for the graduate to enter the working life. Next, this program encourages UTM students to join because they have reached the age to enter a person as a worker.

The eligible age to have graduated from a university is within the age of 21 years. Those with good record of activities in co-curriculum and CGPA are strongly encouraged to participate or be involved in this program as they may have a slight good future because of their record during the day as a student.

Last but not least, this program can prevent a UTM student trapped clueless or depression because of having difficulties in finding a good job or having problems in the transition from student life to working life. Not only that, this program requires the involvement of UTM students in dealing with critical thinking and management including time management, financial and opportunity in finding a good career throughout their life.

PROGRAM SCHEDULE

Date and Time	Activity	Venue
13th January 2010 (Monday)		N24, Faculty of Computing, University of Technology Malaysia, Skudai, Johor Bahru.
8.00 a.m – 8.30 a.m	Registration	
8.30 a.m	Arrival of guest of honor	
9.00 a.m – 10.30 a.m	Speech from speaker : Malaysia Digital Economy Corporation (MDEC)	
10.30 a.m – 12.00 p.m	Speech from speaker : JobStreet	
12.00 p.m – 1.00 p.m	Communication skills : Ice breaking session among the graduates.	
1.00 p.m – 2.00 p.m	Lunch break	
2.00 p.m – 3.30 p.m	Speech from speaker : Indeed	
3.30 p.m – 5.30 p.m	Teamwork skills: Mini games 1 – The barter puzzle Mini games 2 – Do the math!	
5.30 p.m – 6.00 p.m	Gift session	

6.00 p.m	End	
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Date and Time	Activity	Venue
14th January 2020 (Tuesday)		N24, Faculty of Computing, University of Technology Malaysia, Skudai, Johor Bahru.
8:00 a.m. - 8:30 a.m.	Speech from the consultant of this event: Dr. Hadi	
8:30 a.m. - 10:30 a.m.	Teamwork skills: Mini games 1 – Debate	
10:30 a.m. - 10:45 a.m.	Gift session	
10:45 a.m. - 12:00 p.m.	Career Fair	
12:00 p.m.	End	

CONCLUSION

The main purpose of the program is to produce a high quality employee that employers expect today. We can achieve this goal by giving them exposure and preparing how to face the reality of life at work. At that time, they could easily adjust and enter the momentum to get used to that culture. In this generation, graduates need to be more open-minded, discovering and challenging themselves to do something new. As they live in a competitive world they need to compete not only in Malaysia but to develop their talents and skills in other countries.

We hope that this program will be supported by our own universities, lecturer and graduates itself. This program could bring a bright future to the company by hiring good employees to achieve the company's goals. New generation workers can contribute new ideas and create new formulas according to their expertise. We hope that this program will gain a lot of recognition from many graduates, this will impact their future and adapt to the work environment. Each job has its own unique settings environment but as long as they have skills such as communication, thinking, adaptability and leadership skills wherever they are they will be successful.

SELF REFLECTION (KIEW XUE KEE)

I do appreciate that I have been given a chance to be a secretary in this event name “Graduate Career Day: Preparing for Life After Graduate”. As I am first time holding this position, I have experienced many new things from this proposal for example help leader to jot down the contents of our meetings, help leader to follow up the progresses of every single member, and finalize the report.

I am glad that this event can give a hand to many graduates that still don’t have a clear direction after they graduate. I hope this event can act as a light tower which guide the lost ships -- the graduates to find their appropriate path ways to go forward. There is such a honor that we able to invite speakers from MDEC, Indeed and Jobstreet to share their mature and splendid talks to the students. So students can have a preparation in their mind before they enter the bigger society. The speakers also provide some tips for them to perform better in their resumes and interviews such as what is actually the characteristic of companies required from the employees.

We also learned how to arrange the schedule well and organize every activities. It is a bit challenging for us who first be the committee for an event as we don’t have many experiences on holding an event so we also face a lot of problems but we able to collaborate with each other to solve every problem. Dr. Hadi also teach us a lot about the most important thing in organizing an event is the teamwork of the team. Every members in the group should have the same target and all of us should contribute in order to achieve the target. Our leader also led us very well in this program. He separates the task logically and well in giving the instructions to us to smooth the progress of the event. Every group members play their roles very well in this program so I am very thankful to them.

SELF-REFELCTION (NURAMYRA NATASHA BINTI ISMALLUDIN)

After Dr Hadi, our lecturer had assigned us into a group. We discuss what programs should we need to do for our proposal topic. Since Dr Hadi taught us Graduate Success Attributes, the class was about understanding graduate employability and soft skills so we decided to go into graduate related programs. Finally we have the topic of “Graduate Career Day” where they will enter the workplace. Main purpose of this program is to improve the graduates’ self-esteem and thinking about the world of work.

I have been assigned as the organization of program schedule. This task quite challenging for me because I have to play with time. Time management is important in every program its controlling how much time to spend on specific activities. Good time management leads to success program. However, to make this program success I got some advices from senior who have experience managing a program and asked them how they manage their time for activities. Therefore, I was confident of scheduling the program for the next program.

As a student who will graduate 3 years later in Bachelor of Graphics and Multimedia Software, I also need this program for my future. Yes, Dr Hadi’s class had taught me a lot this semester about soft skills, communication, leadership and thinking skills yet we need better graduates as time goes on for the next 3 years. We hope that anyone who joins the program can have something positive and give them confidence in their work experience. We wish them a bright and better future!

Last but not least, I would like to thank all my group members for their hard work in carrying out this proposal and program in many ways despite their busy days. I feel that there is an excellent time and am more excited than ever about the possibility of working with all of you. I am pleased with the responsible given by each member and would like to engage with them in the next activity or program. Also, special thanks to Dr Hadi for trusting me and my group to carry out this activity to produce a good quality of graduates.

SELF-REFLECTION (NAUFAL HADI SYUKRIMA)

During my first year in UTM there's a course called *Graduate Success Attributes*, for our last assignment, my lecturer asked us to do a team projects to make a well structured program proposal. I collaborated in a team of five participants to write the idea for this group project. We addressed the topic for the plan at our first meeting. We all have different proposals and plans. Then we thought about what title to pick and we decided to create an event about student career day. Our main subject of the title is student planning prior to school. We have chosen this subject because it is crucial for new graduates to get a clear view of their future and profession.

In this event, I appreciate the opportunity to be an ordinary committee member sector venue. As I hold this position for the first time, I have experienced many new things from this event, such as helping the leader and the other committees to prepare all the things we need, particularly the venue itself.

Not only that, I'm also sharpening my communication and social skills in this case, because I need to contact and meet many people to reserve the venue for the event. This event has forced me to become a more focused, cooperative and trustworthy individual every time there is a big project, especially a team project.

Last but not least, I'm also very happy because we can give advice from this event to many people, particularly UTM Student, who still don't know about their future career and are still seeking it. We hope from this event that we will be able to give a bright new direction to all the people attending this event to find their future and fulfill whatever vision they have.

SELF-RELECTION (SRIVANI A/P MURUGAN)

Group assignments are included in many of my courses. In UHMT 1012, we have a final assignment which develop a proposal for an event. For this group project, I worked in a group of five members to design the proposal. In our first meeting, we discussed about the topic for the proposal. We all have different plans and ideas for the proposal. After we discussed what title should we choose, and finally come out with a title Graduate Career Day. Our main theme of the title is preparation for graduates before entering work environment. This topic has chosen by us because it is most important that fresh graduates have clear view about their future and career.

With completing the program proposal in the Graduate Success Attributes class, I was able to benefit from a variety of new things from the assignment, as well as learn lot of new things and refresh my memory on thing of my part as a treasurer in this assignment. The most hurdle in the assignment for me was time management. I am a treasurer, so have been completing my part in assignments on time was a challenge for me. This is because as a treasurer it was my duty to keep track of finances, and calculate the income and expenditure for the program. First we planned a program for more than one day. After that we changed it to one day program and changed the previous budget report to the current program.

I learned a lot about being a leader from the ups and downs as a treasurer. I learned how to be flexible. One of specific instance that required flexibility occurred when we changed the program structure. I also learned how to better communicate with people in leadership roles as specially instance that find sponsorship for the program. Probably the best thing I learned from this assignment as treasurer was being a part of the team. Although it was stressful at times, holding a leadership position is ultimately rewarding. In a nutshell, I learned about different leadership styles and worked to practice this, working as a team to get things done together on time.

SELF-REFLECTION (MUHAMMAD HAFIZ BIN KHAIRUL ANWAR)

This is my first time having a class which teach me how to a successful graduate from UTM. As my lecturer , Dr Hadi teach me on how to be a good graduate which he teaching in the GSA subject which i take right now in this semester. For this assignment , Dr Hadi asked to do a group assignment which is the final assignment on how to develop a proposal for event.

So, me and my team have develop a proposal for an event which is “Graduate Career Day: Preparing for Life After Graduate”. This event can help graduate to prepare themselves to face the reality of working experience during their working life. After all, this event have connection with our class was about understanding graduate employability and soft skills so we decided to go into graduate related programs. Main purpose of this program is to improve the graduates’ self-esteem and thinking about the world of work.

For this event,,I appreciate the opportunity to be assigned as Program manager which the highest committee member for this event. As I hold this position for the first time, I have experienced many new things from this event, such as managing the event itself with stakeholders, trying to be a good leader for the committees and to prepare all the things we need to make the event run smoothly.

Last but not least, from this event, I have discovered many talents and skills in handling this event and I also learned on how to be better at communication with people in leadership roles as specially as a program manager for the program. I hope that from this event that we will be able to give a bright new path and plan to all the people attending this event to find their place in a working life and fulfill whatever vision they have.

REFERENCES

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Speaker invited from



Hey graduates
Do you feel lost?

Scared of the life after
university?

we'll become your guide

“Graduate Career Day”

Preparing For Life After University

Date : 13th Dec 2019

Time : 9:00 a.m. - 5:00 p.m.

Venue: N24, Faculty of Computing, UTM Skudai, Johor Bahru

SPONSORS

UTM student will be given UTM merit



2019
APRIL

UTM Career Carnival 2019 CAREER TALK REGISTRATION

OXYLIFE SDN BHD 2.00 pm-2.40 pm Bilik Jamuan, DSI http://bit.ly/OxylifeCC19	SCHLUMBERGER 9.00 am-9.40 am Bilik Canseleri, DSI http://bit.ly/SchlumbergerCC19
ANTAH SCHINDLER 3.00 pm- 3.40 pm Bilik Jamuan, DSI http://bit.ly/SchindlerCC19	SHIMANO COMPONENTS (MALAYSIA) SDN BHD 12.00 pm -12.40 pm Bilik Canseleri, DSI http://bit.ly/ShimanoCC19
KPMG 4.00pm -4.40 pm Bilik Jamuan, DSI http://bit.ly/KpmgCC19	KISWIRE SDN BHD 3.00 pm-3.40 pm Bilik Canseleri, DSI http://bit.ly/KiswireCC19

<https://www.utm.my/careercarnival/main-events/career-talk-2019/>


 Young or old, it's a good time to get a job



Young or old, it's a good time to get a job.

Those armed with a newly minted diploma will enter a job market with unemployment near the lowest level in 50 years and job prospects up significantly from just last year.

<https://www.cnbc.com/2019/05/03/young-or-old-its-a-good-time-to-get-a-job.html>

MINUTES OF MEETING
GROUP MEETING AGENDA

First Meeting

No	Group Member	Time arrival with signature	Time finish with signature
1.	Muhammad Hafiz Bin Khairul Anwar	<i>Hafiz</i>	<i>Hafiz</i>
2.	Kiew Xue Kee	<i>Kiew</i>	<i>Kiew</i>
3.	Nuramyra Natasha Binti Ismalludin	<i>Natasha</i>	<i>Natasha</i>
4.	Naufal Hadi Syukrima	<i>Hadi</i>	<i>Hadi</i>
5	Srivani A/P Murugan	<i>Srivani</i>	<i>Srivani</i>

Group Meeting Agenda:

Date : 12th November 2019
Time : 20:00 - 21:00
Leader : Muhammad Hafiz Bin Khairul Anwar
Secretary : Kiew Xue Kee

Discussion:

1. The theme and the issue of our program
idea given by Nuramyra Natasha Binti Ismalludin, Srivani A/P Murugan, and Naufal Hadi Syukrima.
Theme : Graduate Career Day: Preparation of life after university
Action : Search information about the employment rate of graduates and thesises.
Each of the member have to present the information they found in the next meeting.
2. Objectives of the program
idea given by Naufal Hadi Syukrima, Nuramyra Natasha Binti Ismalludin
Action : Discuss the main objectives of the event.
3. Activities in the program
idea given by Kiew Xue Kee, Srivani A/P Murugan, and Muhammad Hafiz Bin Khairul Anwar
Action : Discuss a draft of the activities we will organize in the program.
4. Partnership and sponsorship

idea given by all members

Action : interview some seniors about their experiences in inviting partnership and sponsorship.

5. Date, time and venue

Action : discuss the suitable date, time and venue for this event.

Other remarks: All member don't have related experience in organizing event but all of us are passionate and collaboration with each other to make this event successful.

Second Meeting

No	Group Member	Time arrival with signature	Time finish with signature
1.	Muhammad Hafiz Bin Khairul Anwar	<i>Hafiz</i>	<i>Hafiz</i>
2.	Kiew Xue Kee	<i>Kiew</i>	<i>Kiew</i>
3.	Nuramyra Natasha Binti Ismalludin	<i>Natasha</i>	<i>Natasha</i>
4.	Naufal Hadi Syukrima	<i>Hadi</i>	<i>Hadi</i>
5	Srivani A/P Murugan	<i>Srivani</i>	<i>Srivani</i>

Group Meeting Agenda:

Date : 20th November 2019
Time : 10:00-11:00
Leader : Muhammad Hafiz Bin Khairul Anwar
Secretary : Kiew Xue Kee

Discussion:

1. Divison of task in doing proposal
idea given by Muhammad Hafiz Bin Khairul
Action : Every member choose the tasks and leader divides the task fairly.
2. Problem Statement
idea given by Kiew Xue Kee
Action: Find the problem statements while preparing the proposal.

3. Budget estimation
idea given by Srivani A/P Murugan
Action : Estimate the and divide budget to every parts.
4. Tentative of the event
idea given by Naufal Hadi Syukrima
Action : Discuss about the flow of program.

Other remarks: The calculation of budget is quite confusing but we did it all together.

Third Meeting

No	Group Member	Time arrival with signature	Time finish with signature
1.	Muhammad Hafiz Bin Khairul Anwar	<i>Hafiz</i>	<i>Hafiz</i>
2.	Kiew Xue Kee	<i>Kiew</i>	<i>Kiew</i>
3.	Nuramyra Natasha Binti Ismalludin	<i>Natasha</i>	<i>Natasha</i>
4.	Naufal Hadi Syukrima	<i>Hadi</i>	<i>Hadi</i>
5	Srivani A/P Murugan	<i>Srivani</i>	<i>Srivani</i>

Group Meeting Agenda:

Date : 1st December 2019
 Time : 08:00-09:00
 Leader : Muhammad Hafiz Bin Khairul Anwar
 Secretary : Kiew Xue Kee

Discussion :

1. Progress of Each part
idea given by Muhammad Hafiz Bin Khairul Anwar
Action: Leader checks everyone progress and make sure it exceed 70% If not, distribute the tasks again logically.
2. Problems facing by members

idea given by Nuramyra Natasha Binti Ismalludin, Naufal Hadi Syukrima and Srivani A/P Murugan

Action: Every members throw out the problems they face and find the solution together.

3. Compile file

idea given by Kiew Xue Kee

Action: Combine every part of the proposal to do a final checking.

4. Presentation

idea given by Nuramyra Natasha Binti Ismalludin and Kiew Xue Kee

Action : Prepare the slides and determine the person present the slides

Other remarks : Every part in the proposal is related so we need to check altogether to avoid the mistakes.