



EXCEL REPORT ACTIVITY 1

DATA ENGINEERING SYMPOSIUM

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2/SECP

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1.0 Program Information

Date: 27th April 2021

Venue: Facebook Live @persaka Facebook page

Organizer: PERSAKA

2.0 Position in the activity

Role: Protocol Unit

3.0 Graduate attributes

3.1 Leadership and Teamwork Skills

Before the symposium starts we already divided the teams all with our own specific task which is as for me is protocol unit. My partner Imran Hakim and I are in charge of making script for moderator and making the attendance form for this program. So in order to make work simpler we divided each one of us with different task. As for Imran, he in charge of making the script, while for me is making the attendance form. We help each other by messaging if one of us has trouble finishing the task

3.2 Adaptability Skills

As a student, we always have a tight schedule and most likely don't have enough time for involving other activities. But I manage to adapt and complete the task given for the symposium which is as protocol unit by managing my time perfectly. After class session I will spend some time to complete the task given and always finish my tutorial homework early so that I can consume my remaining time for the symposium

3.3 Communication Skill

In this symposium event, we're not working alone. We all must keep in touch with others. Before this event start all unit need to join a meeting to ensure that the event run smoothly. We need to discuss about the theme and flow of the program. All of these will sharpen our communication skill since us working as a group. Another example is as protocol unit we need to make script for moderator which then we keep in touch with the moderator to ensure that the script is good.