

UHAK 1012 Graduate Success Attributes – Section 3

Minute of Meeting

Lecturer: Dr. Syamsul Hendra Bin Mahmud

Group: 3

No. of meeting: 1

Date: 5th May 2021

Attendees:

Mohd Afiq Azizi bin Mohd. Hamidi

Muhamad Ammar Farhan bin Zulkefli

Muhammad Fitri bin Sukri

Muhammad Farhan bin Sulaiman

Ziyad Anas bin Zahari

Agenda:

Discuss and suggest potential technology entrepreneur icon to be interviewed

Activity:

1. List out and confirm the potential technology entrepreneur icons to be interviewed
2. Came out with 3 potential icons based on group members suggestion which is:
 - Dr. Yeong Che Fai
 - Mr. Sheng Fei Chik
 - Dr. Zulfakar Aspar
3. List out all the questions to be asked to the icon as below
 - What is the biggest challenge during business start-up?
 - What are the important attributes to be a successful technology entrepreneur?
4. Set-up interview time with the icons on 7th and 8th of May
5. Assign tasks among group members:

Name	Task
Ammar Farhan	<ul style="list-style-type: none">- Approach Dr. Yeong through Whatsapp to ask his availability to be interviewed
Afiq Azizi	<ul style="list-style-type: none">- Prepare questions to be asked to the icons- Minute of meeting record and write-up
Farhan	<ul style="list-style-type: none">- Prepare questions to be asked to the icons- Minute of meeting record and write-up
Ziyad Anas	<ul style="list-style-type: none">- Approach Mr. Sheng Fei Chik through Facebook Direct Message (DMs) to ask his availability
Fitri Sukri	<ul style="list-style-type: none">- Approach Dr. Zulfakar Aspar through Whatsapp to ask his availability to be interviewed

No. of meeting: 2

Date: 10th May 2021

Attendees:

Mohd Afiq Azizi bin Mohd. Hamidi

Muhamad Ammar Farhan bin Zulkefli

Muhammad Fitri bin Sukri

Muhammad Farhan bin Sulaiman

Ziyad Anas bin Zahari

Agenda:

Work distribution and planning for icon magazine write-up

Activity:

1. Discuss on draft and design of the icon magazine
2. Update all the information obtained from the interview
3. Sort all important information obtained during the interview to be written in the magazine
4. Assign person in charge and task distribution for magazine write-up

Name	Task
Ammar Farhan	Sorting the important information obtained from the interviews to be written in magazine
Afiq Azizi	Assist in sorting the important information obtained from the interviews to be written in magazine
Farhan	Assist in forming and developing the design of the magazine
Ziyad Anas	Form and develop the design of the magazine
Fitri Sukri	Assist in sorting the important information obtained from the interviews to be written in magazine

No. of meeting: 3

Date: 16th May 2021

Attendees:

Mohd Afiq Azizi bin Mohd. Hamidi

Muhamad Ammar Farhan bin Zulkefli

Muhammad Fitri bin Sukri

Muhammad Farhan bin Sulaiman

Ziyad Anas bin Zahari

Agenda:

Update on the icon magazine progress and video development discussion

Activity:

1. Verify and finalize the icon magazine by performing minor editing
2. Discuss about video development and assign the person in charge for it
3. Sort information for each icons to be explained in the video presentation
4. Perform work division on video development

Name	Task
Ammar Farhan	Present about Dr. Yeong in the video
Afiq Azizi	Present about Dr. Yeong and involve in video editing and finalization
Farhan	Present about Dr. Zulfakar Aspar in the video
Ziyad Anas	Present about Mr. Sheng Fei Chik in the video
Fitri Sukri	Present about Dr. Zulfakar Aspar in the video