



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

**School of Computing
Faculty of Engineering**

ExCEL Report

Event

ISS Indonesia Inauguration 2022/2023

NAME	MATRIC NUMBER
MUHAMMAD ZAKI MUFTHI	A20EC0325

Programme: Bachelor of Computer Science (Software Engineering)

Academic Advisor: Prof. Madya Dr. Mohd Adham Bin Isa

Justification for Joining the Activity

This event was held to congratulate the new committee members of ISS – Indonesia, it is also acts as a formality every year. Although it is not that grand, it was still a necessity to be held to acknowledge the new committee members.



As I was part of the logistics in the committee, I was tasked with acquiring the things needed for the event, such as sound systems, VIP table and chairs, etc.

Figure 1. Photo of Inauguration



Figure 2. Photo of the new ISS – Indonesia board members.

The Graduate Attribute(s)

Communication Skills – I am unable to avoid holding meetings and in-depth discussions until I am certain of the time because I am in the department of logistics. This event has a very intricate plan that must be carried out with a minimum number of individuals. Therefore, it is crucial to have strong communication skills, which I developed through interacting with committee friends. In the end, I have developed my ability to fully communicate effectively.

Content of Activity

Below is the tentative of the event.

Day 1	
Time	Agenda
8.00 AM – 8.45 AM	Welcoming Participants
8.45 AM – 9.00 AM	Opening Ceremony
9.00 AM – 9.05 AM	Chanting Prayers
9.05 AM – 9.15 AM	Singing the song Indonesia Raya and Negaraku
9.15 AM – 9.20 AM	Opening Speech by Chief Executive KJRI
9.20 AM -9.25 AM	Opening Speech by President of ISS-Indonesia
9.25 AM – 9.30 AM	Opening Speech by UTM International
9.30AM – 11.00 AM	Inauguration
11.00 AM – 12.00 PM	Sertijab
12.00 PM – 15.00 PM	Townhall
15.00 PM – 15.15 PM	Closing

Self-Reflection

In the end of this event, I have realized that management is key in this type of events. Without proper management, the chemistry within the team can drop significantly. I will strive to manage better.