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**FACULTY OF ENGINEERING, SCHOOL OF COMPUTING**

**COURSE: UHMT1012 (SECTION 24)**

**GRADUATE SUCCESS ATTRIBUTES**

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# INTRODUCTION

This ‘Save The Earth, Save Ourselves Week’ is a week of us running a campaign with the purpose of raising awareness. Saving the earth or being environmentally friendly can be categorized into a few parts. The first is saving the earth from global warming. Global warming is the rise of temperature of the Earth and all the causes are by human. To put it into simpler words, global warming is when climate change occurs. It is when concentrations of greenhouse gases and other human-caused emissions increases. The effects to this are bad especially when it leads to health, ecological and humanitarian crises. Apart from global warming, there are other problems that occur which led the earth to be in bad shape. Pollution, be it air, water or anything else. Endangered faunas will eventually disrupt and affect the ecosystem.

Advantages of this campaign:

1. Encourage people to live an eco-friendly life.
2. Raising awareness among people so that people are more empathetic towards the earth.
3. Floras and faunas are preserved for the future generations to witness.
4. Going green means less waste will be generated and will ultimately save cost.
5. More people will practise and implement reusing, reducing and recycling.

There are so many beneficial outcomes that can be produced by running this campaign. The listed advantages are just some that are obvious and will for sure give an impact to the society. It is rather a win-win situation since we will be getting information that will enable us to be more aware of our surrounding. In the same time, the earth will gradually become better and if possible, climate change would stop. Thus, saving the earth.

# OBJECTIVE

The main objective is to live up to the title of this event itself, save the earth, save ourselves. In other words, our team are trying to spread awareness about how much of a danger our earth is in and in order to do so, we planned and organized some activities that implement things like reusing, reducing and recycling wastes. It definitely helps especially nowadays, plastic has been a taboo to the world. This is mainly because plastics take up years to decompose. Reducing the usage of plastics will save millions of marine mammals. Since marine mammals are a part of our ecosystem, it is significant to make sure the future has the chance to at least witness the nature’s beauty.

Implementing the famous 3Rs are not the only thing suggested. The reason we emphasize on saving the earth is because this is more general and we could implement other things aside from recycling. One of the other activities is making a small exhibition to open booths talking about climate change. Global warming has made it to the headline and we have only a few years to stop it. Thus, it would be beneficial for us to educate ourselves with what actually contributes to global warming. Antarctica’s icebergs are melting and people are getting skin diseases. But, we can prevent this as it will not only benefit us but it also gives an opportunity for the future generations.

When mentioning the earth, we could not leave out the other organisms like the flora and fauna. Animals and even rare species that are found in our country are facing extinction yet we have so little option we could choose to do in order to preserve these species. We planned on raising funds for the animals at the zoo by doing activities. Banning excessive logging and illegal hunting is not supposed to be something the authority should be reluctant to do. Excessive logging would result to less trees and less oxygen while the trees are essential in our ecosystem. Hunting on the other hand are unnecessary especially when they would only use the animals as a decoration. We believe that the society do not have much knowledge about the endangered species and that we need to protect them so they would not extinct.

Throughout the week, there will be activities, games and competitions that would make sure the things learnt are practiced in their daily lives. We aspire to inspire people so that they can live an eco-friendly life.

# PROBLEM STATEMENT

The reason why this event was suggested in the first place is because we realized that the Earth has grown older yet instead of being a place that provides shelter, it became a dumpster. It is all over the headlines saying that climate change can be stopped in only 12 years. The main problem here is that people are still ignorant of the fact that their so-called small gestures that claims to not affect the Earth could really take a bad toll. People are still unaware of their surroundings. This is what we call, societal problems.

Not only the Earth is dying, but the creatures living on it are also facing the same luck. Aquatic creatures are poisoned due to water pollution that are most probably from factories that dumps chemical wastes to the sea. Endangered species are hunted for human’s luxuries. Exotic animals are being adopted illegally and are probably being mistreated. The air we breathe in are not as fresh and clean as the old days. This is all because of pollution. Hence, the need to reduce carbon footprints.

Since all the problems mentioned are mainly because of mankind, we feel the need to make sure that the ones solving these problems are the same ones that created it. Although this event highlights the resolution to only a part of the problems mentioned, we felt like it is still ideal to educate the public so that they can become a responsible global citizen. Thus, the idea of conducting this event in hope that it will somehow enlighten people if not many, some.

# ORGANISATION STRUCTURE

*Member of the executive committee*

Program Manager : Desmond Chieng Chee Hong

Secretary : Yasmeen Binti Abu Bakar

Treasurer : Siti Najwa Binti Apandi

*Ordinary Committee Member*

OCM Venue : Imam Daru Rismi

 Amr Abdelmoniem Mohamed Ebrahem

 Muhammad Rafiy Athalla

OCM Registration : Fatin Afiqah Binti Mohd Rahim

 Robby Samudra

 Syafa Ilyas Al Muzani

OCM Food and Drinks : Husny Musharraf Bin Shamsul Kamal

OCM Certificate : Zeyad Mostafa Talaat Naguib

OCM Multimedia : Maidul Hasan Masum

OCM Event : Muhammad Fikri Bin Abdullamin

 Nabila Husna Binti Rosli

 Lim Sin Jie

OCM Sponsorship : Nur Ain Binti Mahamad Salleh

# DUTY AND RESPONSIBILITY OF COMMITTEE MEMBER

*Program manager*

* Lead all event committees to be in accordance with the vision and all plans that have been determined.
* Meeting with stakeholders to make communication easy and transparent regarding project issues and decisions on services.
* Manage the risks and issues that might and do arise over the course of the program life cycle, as well as take measures to correct them when they occur.

*Secretary*

* Ensuring meetings are effectively organized.
* Prepare the report for the program.
* Prepare the documents and forms of the program.
* Taking notes during the meetings.

*Treasurer*

* Making financial records in detail and clearly
* Prepare the financial report after the program.
* Manage and control all the spending that had used in the program.
* Find the sponsor for the program to ensure the program can work smoothly.
* Prepare the budget of the program.

*OCM Event*

* Make the concept of the event better, for example by inviting experts to the event.
* Function as a field coordinator and manage technical matters in the field during the event.
* Make a detailed and specific arrangement of the event.
* To socialize the composition of the event to various parties related to the event.

*OCM Sponsorship*

* Make a Sponsor list.
* Submitting proposal: Sponsorship.
* Doing business that can provide income.

*OCM Venue*

* Rent the venue from the related department.
* Arrange the place quantity of the tables and chairs which will use in the program.
* Maintain the cleanliness of the venue like prepare the dustbins at every corner of the venue.
* Decorate the logo of the Program in the Venue.

*OCM Registration*

* Register all the participant in the Program.
* Record the personal information of the participant.

*OCM Food and Drink*

* Prepare the food and drinks for the participant.
* Make sure the food supplier can deliver the food within the time.

*OCM Multimedia*

* Record the video and take the photo for the program during the program processing.
* Record the video and take the photo for the program before the program processing.

*OCM Certificate*

* Prepare the certificate for all the participant and the sponsor.

# BUDGET

**ESTIMATED INCOME**

|  |  |
| --- | --- |
| **Sponsorship** | **Amount** |
| **Cash Sponsorship*** Competition Registration fee
* Student Affair UTM & Majlis Perwakilan Mahasiswa UTM (MPM UTM)
* AEON Taman Universiti
 | 7505002,870 |
| **Product Sponsorship*** UTM
* Equine Park
* Toksu Café
* Richiamo Coffee
* Rainbow Art Stationery Sdn Bhd
* Ideallex Sdn Bhd
* Lubuk Printing
 | 2,0002,0001,5002,2051,4301,295 |
| **Total Income** | 14,550 |

**ESTIMATED EXPENDITURE**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Number of Units** | **Amount(RM)** |
| * Certificate
* Runners
* Speaker
* Seminar Participant
 | 5002300 | 1,0002500 |
| * Program
* Speaker fees
* Venue set up fees
* Closing ceremony
 | 21 | 600150500 |
| * Food & Beverage
* Snack and Lunch for Speakers
* Snack for participants
* Lunch for runners
* Lunch for volunteer
 | 2300500150 | 601,5005,0001,500 |
| * Gift & Souvenir
* Speaker
* Volunteers
* Prize for the winner runners
 | 2150100 | 12900300 |
| * Publicity
* Banner
* Leaflet
 | 51,000 | 125500 |
| * Unexpected Fund
 |  | 1,500 |
| Total Expenditure 14,149 |

* = Provided by Sponsor

**SPONSORSHIP PACKAGE**

1. Pre-Event
* Insert sponsor logos in posters, banners, and other places used for event promotion.
1. On-Site
* Sponsors are allowed to set up standing banners and will have their own booth after the entrance.
* Sponsors are allowed to set up standing banners and will have their own units and are allowed to choose the position and place for the booth. (\*only for the company which sponsor RM2,000 and above)
* Every banner and leaflet have a sponsor logo on it.
* Every prize and certificate will have a sponsor logo on it. (\*only for the company which sponsor RM2,000 and above)
1. Post-Event
* Include the sponsor’s logo and/or mention them in the post-event email or survey sent to attendees. (\*only for the company which sponsor RM2,000 and above)
* Sponsor companies will be given certificates and souvenirs as an award for being sponsors of this event.

**SPONSORSHIP LETTER**

15/12/2019

Program “Save The Earth, Save Ourselves, Week”

Universiti Teknologi Malaysia

81310, Skudai, Johor.

Dear (recipient name),

My name is Siti Najwa binti Apandi, student from Universiti Teknologi Malaysia. My team is planning to conduct a program about saving the earth and nature. The purpose of conducting this program is to raise UTM students’ awareness about how important it is to take care of our environment, nature and animals. Therefore, we are aiming to raise (amount) to fund this “Save The Earth, Save Ourselves” program.

We are humbly requesting you to sponsor our program since all of my teammates are undergraduate students and we need some money to carry out this program. In exchange, we will help your company by doing a social media shout out while advertising our program. We will also promote about your company throughout the program. We are sure that our program will be conducted successfully since we have variety of interesting activities that can attract students to join our program.

With (company name) by our side at this upcoming program, we are sure to achieve our fundraising goal and objective of “Save The Earth, Save Ourselves” program. We hope that you can accept our request to sponsor this program. I will follow up with you by phone or e-mail within a week to see if you are interested to be our official event sponsor.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SITI NAJWA BINTI APANDI

Treasurer of program “Save The Earth, Save Ourselves”

# PROGRAMME SCHEDULE

|  |  |  |
| --- | --- | --- |
| **DATE & TIME** | **ACTIVITIES** | **VENUE** |
| **22 Dec 2019 (Sunday)**9:00 a.m – 2:30 p.m9:30 a.m10:30 a.m11:15 a.m12:00 p.m2:30 p.m | Awareness TalkArrival of Guest of HonourSpeech from head directorSpeech from Aidil Iman Aidid –Social Media Influencer.VIP BanquetEnd | Dewan Sultan Ismail, UTM Skudai |
| **25 Dec 2019 (Wednesday)**9:00 p.m - 2:00 p.m9:00 a.m9:15 a.m9:30 a.m10:30 a.m12:00 p.m1:00 p.m | VolunteeringParticipants ArrivalDivide Task - clean park & stable* feed the horses

Start Doing TaskExperience to ride horsesLunchEnd | Equine Park, UTM Skudai. |
| **27 Dec 2019 (Friday)**7:00 a.m – 6:00 p.m6:30 a.m7:00 a.m7:30 a.m9:00 a,m9:15 a.m9: 45 a.m10:00 a.m6:00 p.m | RUN, PLAY & RECYCLEPaticipants ArrivalSpeech by Deputy Minister of Environment – Miss Yeo Bee YinTake OffFinishGiving Certificates & PrizesBy Miss Yeo Bee YinClosing CeromonyExhibitions & Food StallEnd | Tapak Pasar Malam, UTM Skudai. |
| **22-28 Dec 2019** | Collecting Recycle Waste Competition(The prizes for winners of the highest points will be given in closing ceremony at ‘RUN, PLAY & RECYCLE’.) | **--** |

# ACTIVITIES

**AWARENESS TALK**

Date: 22 December 2019 (Sunday)

Time: 10.00 am

Venue: Dewan Sultan Iskandar UTM Skudai, Johor Bahru

As an opening to this event, we invited a social media influencer who has been actively participating to save the earth to give an awareness talk. He is known as an environmental activist or you could say a wildlife, climate and nature advocate. Constantly sharing information of the wildlife, encouraging people to live the green life and more. He is named Aidil Iman Aidid with the twitter username @sunfloweraidil . In this talk, he will include the preservation of the wildlife, talking about climate emergency and ways to overcome such hazardous problems faced by the earth. He will be sharing experiences of him volunteering and participating in events or rallies to voice out his opinion and stance in climate change.

There will be a Q&A (Question and Answer) session after the talk is given. The objective for this talk is obviously stated by the title. To raise and spread awareness among society about the problems the earth faced. To enlighten people and educate them about the importance of preserving, reusing, reducing and recycling. Preaching what was said and talked about during the talk is the main objective of this opening speech.

It is believed that this talk would be a great opportunity for the youth to widen their eyes and see what is beneath. This is, if not the best, opening act to attract people regardless students in UTM or outsiders.

**COLLECTING RECYCLABLE WASTES COMPETITION**

Date: 22-28 December 2019 (Sunday to Saturday)

This activity is open for all the UTM students. However, we also encourage the UTM students to invite their friends to join and participate this competition because there is no fee needed to pay and the prize will be given to the winner of the highest points. The competition will start at 22 December and end at 28 December 2019. The participants are required to collect recyclable wastes as many as possible and hand over these wastes to us at the end of the program (28 December 2019). These recyclable wastes will be sent to the recycle centre so that the waste can be recycled and reduce the pollution caused by these wastes if they are not solved properly.

The objective of the collecting the recyclable wastes is to encourage the people to collect the unused materials such as the newspaper, cans and glass. Ppeople nowadays do not collect these materials and always throw it anywhere. Therefore, we prepare a present for the one who earn the highest point, this will motivate them to collect the recyclables. Besides that, this competition also could improve the relationship between friends. We hope that everyone can cultivate a good habit through this competition.

**EQUINE PARK VOLUNTEERING**

Date: 25 December 2019 (Wednesday)

Time: 9.00 am to 1.00 pm

Venue: Equine Park UTM Skudai, Johor Bahru

Equine Park Volunteering is one of activities in our program to show their love and care toward animals. This activity is open to all UTM students and limited to 30 people. No fee will be charged and lunch will be provided. We choose Equine Park as our place to do volunteering activities since the park is in UTM and facilitate the participant to be there. The activity will start at 9.00 am and end at 12.00 pm. After that, the participants will be given their lunch there.

The purpose of this activity is to show their loving and caring side toward animals. They should realize that animal must be protected and as a human, we must be responsible to make sure the animal can live peacefully without any danger. The animal becomes endangered if human keep hunting them for their own benefit. Therefore, we carry out this activity to create their awareness about this issue.

The volunteering activity includes cleaning the park area and horse stable, feeding the horse and getting experience to ride the horse. The guardian of this park will assist and show them the right way to treat the horse. We hope that the participants will get the objective of this activity and will always care for other animals too.

**RUN , PLAY & RECYCLE**

Date: 27 December 2019 (Friday)

Time: 7:00 a.m – 6:00 p.m

Venue: Tapak Pasar Malam, UTM Skudai, Johor Bahru.

All UTM students are encouraged to participate in our ' RUN, PLAY & RECYCLE ' activity that our program held. This activity is open to all UTM, Johor Bahru students. The aims for this activity are to raise and spread awareness among UTM students about the importance of taking care of our environment, animal and recycling. This activity will require them to pay the entrance fee of RM 30. The run will start from 7a.m to 6p.m. Through this activity, they are encouraged to engage in healthier activities and at the same time, they will learn more about our environment and reducing plastic.

An honorable guest, Deputy Minister of Environment and Climate Change Miss Yeo Bee Yin is invited to do an opening of our event. However, if students missed the chance to listen to the speech given by the Deputy Minister, fret not because from 10am onwards we also will be holding Exhibitions about the awareness. In these exhibitions, there will be a few booths that are going to provide more explanation about the important advantages of saving and caring for animal, environment and reducing plastic waste. There will also be food stalls where buyers are required to bring their food containers and if they don't, they can buy food containers or beverages at the stalls provided.

All the entrance fees and profits will be donated to the National Zoo to help with the care and rescue of endangered animals. These activities also can alleviate students' stress and indirectly help them reduce the usage of plastic in their daily lives as well as increasing their affection towards nature and endangered animals.

# CONCLUSION

The main purpose of this program is to raise the awareness that people must protect the flora and fauna, conserve the environment and save our mother earth. Thus, we conduct this program to achieve our goal. There are many benefit that can be brought to us when participating this program. For example, people can gain more knowledge about the environment when they attend the awareness talk and help to reduce the pollution by recycling the recyclable waste. Besides that, they will also learn more about our environment and reducing plastic usage during the ‘RUN, PLAY & RECYCLE’ activity. We also promote them to use the metal straw to replace the plastic straw and encourage them to bring their own food container to buy the food during the exhibitions. Next, we also organize the ‘Equine Park Volunteering’ to create an opportunity to allow the volunteers to stay close to the unharmed animal.

We hope that this program will be fully supported by all people because it will help to create a plastic-free environment when we conduct this program. We will donate all the profits to the National Zoo to help with the care and rescue of endangered animals. It is never too late to mend and save our earth.

**SAVE OUR GREAT NATURE**

**TO HAVE YOUR BEAUTIFUL FUTURE**

SELF REFLECTION **(IMAM DARU RISMI)**

Our group took 'Save The Earth, Save Ourselves Week' as a topic. Many considerations have been made why we take this title, one of which is our concern for the environment. Our concern about the excess use of plastics in this world which indirectly excess use makes excess plastic waste automatically. To assist the government in reducing plastic waste and reducing the use of plastic itself, we take this topic as the topic of our proposal. There is an article which tell us how long does the plastic waste decompose. ‘Plastic products are very common in our modern life. According to estimates, every year we use approximately 1.6 million barrels of oil just for producing plastic water bottles. Plastic waste is one of many types of wastes that take too long to decompose. Normally, plastic items can take up to 1,000 years to decompose in landfills. Even plastic bags we use in our everyday life take anywhere from 10 to 1,000 years to decompose, and plastic bottles can take 450 years or more’. That is a part of an article from internet that tell us how long does the plastic waste decompose. for this reason we chose this topic.

I learned a lot of lessons from this project proposal. Especially, as a group leader. I learned how I could listen to my members, because for me a leader would not be heard, would not get respect from group members if he did not listen to other. I want to thank my colleagues who can work together and cooperatively very well. In my opinion we have no problem in coordinating with each other, we listen to each other, do assignments that have been entrusted, and most importantly give advice to each other that I think listening to each other and giving advice is the most important point in a group.

In making this proposal I experienced a number of challenges, I was given the task of structuring the program, and the budget. The first challenge I had a little difficulty in estimating the price of something, I am an international student from Indonesia which has a different currency with Malaysia. and also, I haven't lived in Malaysia for a long time, so I don't know how the cost of living in Malaysia, especially for items that I never bought in Malaysia. I don't know much about the normal price of an item, I don't know whether I set a price too high or too low. to overcome my problem, usually I will try to convert currency first, then I will be able to estimate whether the price I put is high or low.

The second challenge, because I recently lived in Malaysia, I do not know the brand or store or anything that I can make as a source of funds for sponsor. for example, in Indonesia there is a mineral water company called Aqua, while here I don't even know what companies are there, what companies can be used as a source of funds for sponsors in this program. to overcome this, usually I will explore on Google or I can ask my friends who are from Malaysia.

So far maybe that is just some of the challenges I have faced in making this proposal, for internal problems in the group, I have not found the slightest problem because my colleagues are very coordinative and very able to work with and they are also cheerful people. Thank you all. and thanks to Dr. Hadi who taught us and assigned us to make this assignment, because in this assignment I have learned many things.

**SELF REFLECTION (SITI NAJWA BINTI APANDI)**

We had chosen ‘Save The Earth, Save Ourselves Week’ program as our proposal’s topic. We choose this topic because we realized that some of the people did not care about our surrounding and what is the condition of our earth. We often heard that there are some animals dead because of the rubbish from the human doing. Marine animal like sea turtles mistake plastic waste as their source of food and cause blockages in their digestive system. Moreover, our society are lack of awareness about applying 3R’s concept which are Reuse, Reduce and Recycle. Regarding of this issue, we think that we should conduct a program to create awareness towards animal and our earth.

There are many challenges that we faced when organizing the program. One of the challenges is seeking sponsorship. We need to find some sponsorship to provide financial support for our program since all of us are first year students. I am responsible to make a sponsorship letter and find the company to support our program. I find it is hard for me because I never hold any responsibility toward this duty and did not know how to deal with the company. However, I learn many things for the sake of the program. I learn how to prepare a good proposal to persuade them. I try to convince them that our program will give benefit to both parties.

Second challenge that we faced is how to handle this big program. We never conducted any big program in one week and we are afraid if our program did not run as planned. However, we did not give up and take this as our opportunity to handle a program. We ask some people who has experience handling a program before to get information that can help us organize our program. In order to make sure this program progress successfully, we have done meeting and discussion about activity that will be done throughout the week. All of this discussion need us to be responsible and have the spirit of teamwork to get the best plan of working.

I had learned a lot of things when carrying out this program. I learned that we should never give up when facing challenges and try to get the solution to solve the problem. Second, we should work as a team in order to make sure the program was organized well. We should listen to other teammates’ opinion and handle the discussion wisely. This part is very important because we need to carry out a big program in one week together. It will be the biggest problem if we did not cooperate well and program may not progress smoothly. Last but not least, we have to make sure our activities achieve the objectives which are to create awareness among the people that we need to care about the earth by keeping the surrounding clean.

From this program, I have to force myself to search many information because I have lack of knowledge and awareness regarding this issue and I realized how serious this issue toward us and other living things. I would like to thank my group members because they helped each other and worked as a team when carrying out this program. I would also like to thank my lecturer Dr Muhammad Abd Hadi bin Bunyamin for helping us in getting information when carrying out the proposal.

**SELF-REFLECTION (YASMEEN BINTI ABU BAKAR)**

First things first, I am utterly thankful to Dr. Hadi, our Graduate Success Attributes lecturer who has guided us throughout our preparation. A big thanks to my teammates for always lending their hands and supporting me. I would be honored if I were to be given the opportunity to conduct this event with my beloved teammates for real. It was a privilege to be able to understand better regarding our Earth and how to conserve it along the preparation. As we were discussing for this event, we ourselves learned a lot and gained beneficial information that can be used in the future. It really triggered me how such horrible things could happen to the Earth because of our own kind. With that being said, I knew we had to take responsibility in saving it. I had this idea where we should at least help by contributing something to lessen the destruction. Everything starts off small and this event definitely helped people to begin with baby steps.

For instance, skipping straws at cafes or saying no to plastics when going for a grocery shopping helps a lot even when it looks like a simple gesture. The plastics you reject today is the reason marine mammals get to live happily tomorrow. The event does not focus mainly on going green but it also highlights activities that could preserve animals especially when wild animals nowadays are at the brink of extinction. With all the illegal hunting, excessive logging and adoption of exotic creatures, we doubt the animals are safe. I get to gain so much information from this and it really gave me a nostalgic pang since I used to want to be a zoologist.

There were indeed some obstacles our team had to face in order to make sure the event was planned out well. The amount of paper works we had to prepare to inform the university and search for organizers were unbearable. Since we decided to make this event go on for a week, we had to think of suitable activities that could fit in the concept. We had to come to a mutual agreement before proceeding with the activities each of us suggested. Nevertheless, we managed to get everything done by depending on each other. Teamwork makes the dream work.

Overall, I enjoyed the preparation process. I was both happy and sad. Happy and relieved as it felt like a weight was suddenly lifted off my shoulder especially because this is our last assessment for this subject. Fortunately, everything went well and there were no major misunderstandings. Sad because it would be nice to be able to turn this event into a reality as it gives a lot of benefit. It would be great if the university would actually take the time to consider about this event.

**SELF-REFLECTION (FATIN AFIQAH)**

All our group members have discussed among us and decided 'Save the Earth, Save Ourselves, WEEK!' is the theme for our programme. This theme was chosen by us because through all of the activities carried out in this program, it will bring many benefits and advantages to the individuals, environments and towards the animals too. We also decided that in this programme there will a few activities that will be carried out throughout the whole week. 'RUN, PLAY & RECYCLE' activity is one of the activities that will be in the week and the reason why we choose this as one of our activities in our programme because the activity is very meaningful as it can make every individual aware of our nature, and every animal is important and plays an important role in our daily lives.

I have encountered a lot of problems while handling this activity. The first problem that I have encountered during this activity was how to work together as a group. Thankfully, all my group members give cooperation and worked together during the meeting and after the meeting as I was the person in charge of this particular activity. During the meeting, we discussed the process of the activity and the detail of the activity such as suitable time, date and venue. Other than that, we also shared our opinion about the activity, all our group members listen to each other and give their opinions on the activity to be organized. After our meeting and all our discussion, we divided our work and our respective roles evenly.

The biggest problem that I encountered was when organizing the programme. It's when we need to find the related authorities to support this event. So, we decided to invite Deputy Minister of Environment and Climate change Miss Yeo Bee Yin as our guest of honour to do an opening of our event to make sure that all participants look forward to our event and have fun during the events going on. Besides that, to ensure that all events go hand in hand from 7 a.m until 6 p.m we have also decided to recruit more than 20 volunteers to handle the events with the given respective roles.

In conclusion, I am very grateful for all my group members because they worked together and help each other before and after the programme is carried out. I won't be able to make this activity work smoothly without their help and others. I also want to thank my lecturer Dr Muhammad Abd Hadi Bin Bunyamin for his approval because without his information and help we won't be able to plan and carry out our programme easily.

**SELF REFLECTION (DESMOND CHIENG CHEE HONG)**

 After discussing a lot with our group members, we choose the “Save the Earth, Save Ourselves Week!” as our topic. Just as the title mentioned, the main reason that we choose this topic is to save and protect our mother earth from going steadily downhill and this action will also help us too because we also live on the earth. The present state of the earth has become extremely challenging to its health. As we know this is due to the air pollution, water pollution, deforestation and the life who live on the earth. Thus, we should take our responsibility and play our important role to save our earth.

There are many challenges that we faced when we organize this program. Since it was my first time working with them, I think the biggest problem that we faced is we cannot cooperate and work efficiently. We often have a small conflict when we discuss something. However, we get many great and creative ideas through the discussion. Furthermore, it is too hard to meet with the member because all of us have our own business. Nonetheless, we also try to spend our precious time to do the meeting.

Since this program will go on for a week, I think this will be a hard work because we need to prepare and decorate the place especially for the “Awareness Talk” and “RUN, PLAY AND RECYCLE”. Besides that, we need to do some rehearsal to estimate time needed. Next, we also need to clean up the place after the event has been completed. Therefore, we must spend our time to do these jobs so that the event can be conducted. Although I am lacking in experience to do the program proposal, but thanks to my group members because they really helped me a lot by giving me some advices.

 As a conclusion, I am glad to have worked with this team. When we planned this project, I think I have improved my abilities and gained a lot of knowledge that cannot be obtained from the classroom. This is because I need to find a lot of information about this project and the way to organize this program. We did not even have a team leader at the beginning. However, as the time passed we developed friendship and contacted each other which helped us improve and save time for our project.

APPENDIX

# REFERENCE

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# MINUTES OF MEETING

Date: 26 November 2019

Location: BK2, N28

Time: 12.00 p.m.

Present: Imam Daru, Desmond, Fatin Afiqah, Siti Najwa, Yasmeen.

Meeting Agenda:

1. Deciding on the event

We had a discussion on what would be the most suitable event to conduct. We made some research and shared our opinions on what the event should be about. Lastly, we agreed on having an event relating it to going green and saving the earth. We reviewed the proposal example given by the lecturer and decided to make more research on our topic.

Date: 3 December 2019

Location: BK2, N28

Time: 10.00 a.m.

Present: Imam Daru, Desmond, Fatin Afiqah, Siti Najwa, Yasmeen

Meeting Agenda:

1. Suggesting and organizing activities

With the information gathered by each of the team members, we shared our opinions and suggested the activities we think will be suitable for the event. We organized the time, venue and budget together and also explained a bit about the new things we discovered just so everyone has the same knowledge and understanding.

1. Part distribution

After discussing and so, we distributed our parts equally. Since it would be time consuming to meet up regularly, we decided to do our own parts and later share it through the Whatsapp group we created for us to compile afterwards. We would check each other’s work and improvise together as well as solving confusions regarding the proposal.

Date: 10 December 2019

Location: BK2, N28

Time: 10.00 a.m.

Present: Imam Daru, Desmond, Fatin Afiqah, Siti Najwa, Yasmeen

Meeting Agenda:

1. Deciding on roles

During the class, we were given the time to discuss in our group. We discussed on the roles we should take during the event. We also had to decide on who would be the one presenting and who will be the one answering questions from the audience. At the end, we decided on three presenters, Desmond, Fatin and Najwa while Yasmeen and Daru will be the ones answering during the Q&A session. We talked on what should be on the slides of the presentation.

Date: 16 December 2019

Location: Bilik Kelab Komputer, KTDI

Time: 9:45 p.m.

Present: Desmond, Siti Najwa, Fatin Afiqah

Meeting Agenda:

1. Preparing for the presentation

The presenting group took the role of doing the presentation slides. We practiced presenting so that the presentation would not exceed the given time which is 10 minutes. We made sure everything would go on smoothly during the presentation.

1. Final touch up to the proposal

While Yasmeen and Daru did not attend the meeting, we did our parts on completing the proposal. Editing, touching up the flaws of the proposal in order to make sure everything is ready to be submitted.