

MEETING MINUTES

(APA NAMA)

Meeting information

Date : 11 November 2019

Time : 12.00 - 1.15 pm

Venue : N28, infront of Bilik Kuliah 5

Attendance:

Teng Jia Jing

Che Nurul Fathihah bt Mohd Hishamudin

Nur Minhalina Binti Abdul Razak

Qurratu Filza bt Rosli

Meeting agenda

Item	Meeting agenda	Results, Action taken, PIC
1	Meeting started promptly at 12.00 afternoon by JIA JING, the group leader.	
2	Brainstorm session on topic to choose for SDG project. <ul style="list-style-type: none">Search about SDG on its website (https://sustainabledevelopment.un.org/?menu=1300)Topic chose was Life On Land	Everyone agreed to choose Life on Land as our main project
3	Researching on the topic <ul style="list-style-type: none">The problem occur regarding Life on Land issue such as drought, air pollution, deforestation etc	Focus on issues regarding deforestation
4	Question arose about the solution regarding the problems whether should be one or could be more	Proceed with more than one problem and solution
6	The meeting ended at 1.15 pm	

Meeting information

Date : 12 November 2019

Time : 8.00 - 9.30 pm

Venue : Corridor in M27, KTDI

Attendance:

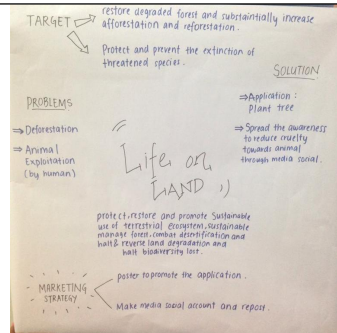
Teng Jia Jing (A19EC0208)

Che Nurul Fathiah bt Mohd Hishamudin (A19EC0031)

Nur Minhalina Binti Abdul Razak (A19EC0135)

Qurratu Filza bt Rosli (A19EC0151)

Meeting agenda

Item	Meeting agenda	Results, Action taken, PIC
1	Meeting started promptly at 8.00 by JIA JING, the group leader.	
2	Discuss more about our project and come to a conclusion <ul style="list-style-type: none">Deforestation and animal exploitation	
3	Put our project idea on mahjong paper <ul style="list-style-type: none">Decided to put both ideas and choose one later after presenting our idea to Ms. Hazinah	 A hand-drawn project plan on mahjong paper titled "Life on LAND". The plan is organized into sections: "TARGET" (restore degraded forest and substantially increase afforestation and reforestation; protect and prevent the extinction of threatened species), "PROBLEMS" (Deforestation, Animal Exploitation (by human)), "SOLUTION" (Application: Plant tree, Spread the awareness towards animal through media social), "MARKETING STRATEGY" (poster to promote the application, Make media social account and repost), and "protection, restore and promote Sustainable use of terrestrial ecosystem, sustainable manage forest, combat desertification and halt & reverse land degradation and halt biodiversity loss".
4	The meeting ended at 9.30pm	

Meeting information

Date : 19 November 2019

Time : 9.05 - 10.19 pm

Venue : Corridor in M27, KTDI

Attendance:

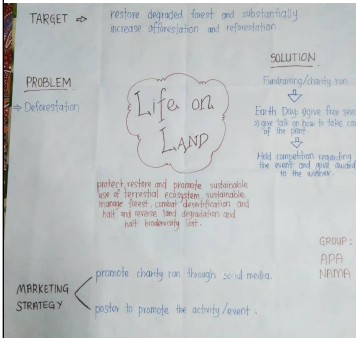
Teng Jia Jing

Che Nurul Fathiah bt Mohd Hishamudin (absent - have meeting with SRC Club)

Nur Minhalina Binti Abdul Razak (absent - have meeting with Theater Club)

Qurratu Filza bt Rosli

Meeting agenda

Item	Meeting agenda	Results, Action taken, PIC
1	Meeting started promptly at 9.05 by JIA JING, the group leader.	
2	Write back our project on a new mahjong paper	Jia Jing read, while Filza wrote
3	Put our project idea on mahjong paper <ul style="list-style-type: none"> Focus on deforestation as our problem 	Solution : Gives a plant
4	Upload the picture of our mahjong paper on e-learning	
5	The meeting ended at 10.19pm	

Meeting information

Date : 25 November 2019

Time : 8.03 - 9.30 pm

Venue : Corridor in M27, KTDI

Attendance:

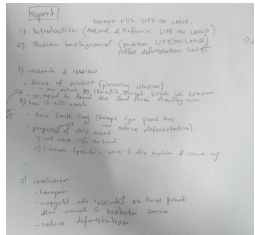
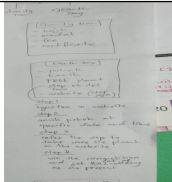
Teng Jia Jing

Che Nurul Fathihah bt Mohd Hishamudin

Nur Minhalina Binti Abdul Razak

Qurratu Filza bt Rosli

Meeting agenda

Item	Meeting agenda	Results, Action taken, PIC
1	Meeting started promptly at 8.03 by JIA JING, the group leader.	
2	Discuss our marketing strategy	Using poster
3	Distribute the work for each one of us	*Report - Minhalina & Filza *Poster - Jia Jing *Meeting minutes - Fathihah
4	Discuss the things need to put on the report <ul style="list-style-type: none"> • Introduction • Problem background • Research & review • How it will work • Conclusion 	
5	Discuss the things need to put on the poster <ul style="list-style-type: none"> • Plant & Earth • website 	
6	Choosing plant <ul style="list-style-type: none"> • Bamboo, Cactus, Money Tree, Areca palm 	Agreed on choosing cactus plant
7	The meeting ended at 9.30 pm	