



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

SERVICE LEARNING PROGRAMME (SCHOOL OF COMPUTING)

PROGRAMME BLOOD DONATION UTM @ MUAR 2019 MyBLOOD' 19

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31 December 2019
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NAME	MATRIC NO.
MOHD ANAS BIN ADNAN	B19EC0043
NUR HASANAH BINTI SARIDDON	B19EC0033
MUHAMMAD SYAFIQ HANIF BIN MOHAMAD HALIM	A19EC0107
LEE HUI ZHONG	A19EC0067
AMMAR HAWARI ABDILLAH	A19EC0220

PROGRAMME DETAILS

MyBLOOD'19

1.0 ORGANIZER & CO-ORGANIZER (SMART PARTNERSHIP)

- HOSPITAL PAKAR SULTANAN FATIMAH (HPSF)
- ST.JOHN AMBULANCE MALAYSIA, MUAR AREA, PIONEER COMBINED ADULT DIVISION
- SJK (C) PEI YANG
- N.E.X. SALOON
- MUAR DISTRICT
- JOHOR STATE

2.0 THE PURPOSE OF WORKING PAPER

- For approval of programme from Deputy Vice Chancellor (Hal Ehwal Pelajar)
- To get money allocation for the program from Student Welfare (Hal Ehwal Pelajar)
- To get permission from Campus Director to get sponsorship from outside UTM.
- To inform the details and flow of this programme to participants.
- To put in record of the idea and information on paper.

3.0 INTRODUCTION/BACKGROUND OF THE PROGRAMME

'Program Libatsama Komuniti UTM @ MUAR '19' is a programme organized by School of Computing, Universiti Teknologi Malaysia, Skudai. The aim of this programme is to develop awareness among university students on the importance of carrying out community service activities to benefit the community and themselves according to the theme "LEADING DURING SERVICE FOR MANKIND". This programme also aims to create a bond between university students and public besides providing exposures in the terms of healthy, first-aid and knowledge to communities.

The program will be organized to help the Hospital Pakar Sultanah Fatimah(HPSF) to avoid from blood shortage and help people in Muar community to enhance their first-aid knowledge, motivate them to help someone who in need of help, to provide free medical examinations for the residents and encouraging the culture of volunteerism amongst the campus people, especially the students and staffs of Universiti Teknologi Malaysia. In addition, this program can strengthen the relationship between university students and community.

4.0 PROBLEM STATEMENT

The development of communities is a very important agenda. Hence, Malaysians, especially the Students and Citizens of the Public Universities (UA) as well as Higher Education Institutions (IPTs) should contribute together with devotion and ideas in realizing the aspiration. In pursuit of this endeavor and aspiration, Universiti Teknologi Malaysia Skudai intends to take a proactive step by organizing the **'Program Libatsama Komuniti UTM @ MUAR '19'**.

The **'Program Libatsama Komuniti UTM @ MUAR '19'** has been inspired by Director of Student Development, Universiti Teknologi Malaysia Skudai, with the ultimate goal to help the Hospital Pakar Sultanah Aminah(HPSF) to avoid from blood shortage and the mission will be accomplished by a group of skilled talents from Hospital Pakar Sultanah Aminah(HPSF) and assist by UTM itself. In addition, to ensure the success of the program in total, UTM will establish close synergies with Pioneer Combined Adult Division, St.John Ambulance Malaysia, Muar Area. **'Program Libatsama Komuniti UTM @ MUAR '19'** also collaborates with several units in UTM itself, Government and Private Agencies, Youth Associations and Entrepreneurs around the site / sites where the programme will be implemented program.

5.0 SIGNIFICANT & IMPACT OF THE PROGRAMME

No.	Short Term Impact	Long Term Impact
1.	To give exposure to students about networking and leadership.	To create a bond between Malaysian and community Muar
2.	Can solve blood deficiency problems of Hospital Pakar Sultanah Fatimah	Muar society can gain some skills in first aid. The following knowledge can be useful in any event of emergencies
3.	To in still social responsibility values among university students.	University students get to experience the joy of contributing towards the community and feel inspired to always be the change they want to see in this world

6.0 TARGET PARTICIPANTS & TOTAL

No.	Target of Participant	Total of Participant
1.	UTM	15
2.	ST. JOHN AMBULANCE MUAR	45
Total of Participants =		60

7.0 LIST OF ACTIVITIES

No.	Activities	Description	Person Incharge
1.	BLOOD DONATION	The program will be conducted in collaboration with doctors from the HPSF blood donation unit. This activity is meaningful because according to the Ministry of Health, hospital always in a state of blood shortage. Hence, the blood package obtained are very important because these bloods will save the life of every patient who needs it.	HPSF
3.	MEDICAL CHECK-UP	The program aims to share some knowledge about the importance of body health to members of the community as well as provide a simple body check-up by doctors.	
4.	MASS CPR	CPR is an extremely important first aid skill. Community are advised to know this skill so that they can use their own power to save the people around, especially their family members during the accident happening.	

5.	HAIR CUTTING (CANSER)	The hair donation program will cooperate with the NEX Saloon hairdresser's store, the hair that has been collected will be sent to the 'Locks of Hope Association' for processing to ensure the quality of hair. The hair will help cancer patients who are taking chemotherapy treatment feel confident to themselves.	
6.	EATING CONTEST (BIG-EATER)	The purpose of the competition is to attract community to participate in the competition, involve in blood donation for patients in need. Furthermore, contests can enliven the atmosphere during the community program.	

8.0 TENTATIVE PROGRAMME

Refer to Appendix A

9.0 ORGANIZING COMMITTEE & LIST OF COMMITTEE

Refer to Appendix B

10.0 LIST OF VOLUNTEER

Refer to Appendix C

11.0 COST ESTIMATION (RM)

Refer to Appendix D

12.0 CONCLUSION

PREPARED BY**Name : MOHD ANAS BIN ADNAN**

Programme Director

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Anasadnan3010@gmail.com

CHECKED BY**Name : DR. MUHAMMAD ABD****HADI BUNYAMIN**

Advisor of Programme

Contac No. : 019700 7454**Email Address :**

madbhadi@utm.my

Appendix A

PROGRAMME TENTATIVE

TUESDAY 31 DECEMBER 2019		
6.00 am	UTM → Muar	
9.00 am	Start Activity i. Blood Donation ii. Medical Check-Up Programme iii. Hair Cutting (Cancer) Programme v. Mass CPR vi. Eating Contest (Big Eater)	
12.00 pm	Lunch & Solat	
1.00 pm	<u>Opening & Closing Ceremony</u> Arrival of Participants and VIPs Arrival of University Staffs	

	Lagu Negaraku & Bangsa Johor Doa Speech by Programme Director Speech by St.John Ambulance Malaysia, Muar Area Speech and Launch by Director of Student Affairs Token of Appreciation Lagu Keunggulan Terbilang End of Opening & Closening Ceremony	
4.00 pm	Back To UTM	

Appendix B

MAIN COMMITTEE OF MyBLOOD '19**PATRON**

Profesor Dato' Ir. Dr. Wahid bin Omar
Vice Cancellor of Universiti Teknologi Malaysia

HONORARY ADVISOR

Ybhg. Prof. Dr. Durrishah binti Idrus
Deputy Vice Chancellor of Student Affairs (HEP)
Universiti Teknologi Malaysia

PROGRAMME ADVISOR

Dr. Muhammad Abd Hadi Bunyamin
Lecturer of Universiti Teknologi Malaysia, Skudai.

ORGANIZING COMMITTEE OF MyBLOOD '18**PROGRAMME DIRECTOR**

Mohd Anas Bin Adnan

DEPUTY DIRECTOR (MANAGEMENT)

Nur Hasanah Binti Sariddon

DEPUTY DIRECTOR (ACTIVITIES)

Muhammad Syafiq Hanif Bin Mohamad Halim

SECRETARY

Lee Hui Zhong

TREASURER

Ammar Hawari Abdillah

DUTY AND RESPONSIBILITY OF COMMITTEE MEMBER

Programme director

- Supervise all the team member's works.
- Prepare the plans and strategies needed for the program to be a success.
- Direct managers and other members in mission and goals implementation.

Deputy director (Management)

- Communicate with director and other team members to maintain the flow of the program and make sure that everything is on the right track.
- Record and manage the risk and outcome that the team could be facing during the program as well as making any counter measures.

Deputy director (Activities)

- Research and ideation on suitable activities appropriate to the program and also target participants.
- Manage all the flow of the activities held, making sure that all moving according to the mission and goal of the program.

Secretary

- Take all the note and information during meetings.
- Prepare the important and necessary document for program.
- Provide the overall report of the program
- Ensure the organisation and records of each meeting minutes.

Treasurer

- Prepare and estimate the budget of the whole program.
- Manage the program's sponsorship in order to secure a better program flow.
- Control the overall cost and spending for the program.
- Prepare a financial report after the completion of the program.

Appendix C

LIST OF VOLUNTEER

No.	NAME	MATRIC NO.
1	NG MEI HUI	A19EC0116
2	TEE HUI YOU	A19EC0170
3	ONG YIN REN	A19EC0204
4	CHONG LI LING	A19EC0037
5	KIEW XUE KEE	A19EC0062
6	LIM CHIN QING	A19EC0071
7	CHONG HONG LEI	A19EC0035
8	KOH XIN YI	A19EC0064
9	IZZATUN NADIAH BINTI ABDUL RAHMAN	A19EC0056
10	ABDUL AZIM BIN ABDUL MALIK	A19EC0002
11	CHAI MING CHOY	A19EC0030
12	MAU KHAI SHEN	A19EC0083
13	WAN NUR ATIQA BINTI JUNAIDI	A19EC0176
14	YU KAH WEI	A19EC0178
15	TAN KAH KHOON	A19EC0168

Appendix D

ESTIMATED BUDGET (RM)
INCOME

No.	Items	Total
1	HEP UTM Fund	RM 3000.00
2	Pejabat Alumni Fund	RM 500.00
4	Transportation	1 BAS/VAN
5	Languange Academic Fund	RM 500.00
6	CCSL Fund	RM 500.00
7	UTMSPACE Fund	RM 1000.00
8	Sponsorship	RM 9,450.00
TOTAL OF INCOME		RM 14,950.00

EXPENSES

No.	Items	Total
1	Event Management	RM 9,000.00
2	Activities	RM 5,950.00
TOTAL OF INCOME		RM 14,950.00

DETAILS OF EXPENSES
PROGRAM LIBATSAMA KOMUNITI
UTM @ MUAR (MyBLOOD '19)

Fasa 1- Preparation

No.	Items	Total
1	Activity sites	RM 1000.00
3.	Transportation ALP	RM 500.00
Total Cost		RM 1500.00

Fasa 2
Multimedia & Graphic Unit

No.	Items	Total
1.	collared shirt program Ajk induk, VIP, SJAM PCAD (80 sheets x RM 35) • Size S – 15 sheets • Size M – 27 sheets • Size L – 20 sheets • Size XL – 11 sheets • Size XXL – 5 sheets • Size 3XL – 2 sheets	RM 2800.00
2.	Banner (Perasmian/ Penutup)	RM 200.00
3.	Program Banner	RM 600.00
4.	Stage Backdrop (perasmian/ penutup)	RM 200.00
5.	Lanyard (80 units x RM10)	RM 800.00

6.	Name Tag (80 units x RM5)	RM 400.00
Total Cost		RM 5,000.00

Transportation Unit

No.	Items	Total
1	Bus (UTM-MUAR/ MUAR-UTM)	RM 750.00
Total Cost		RM 750.00

Souvenir & Gift Unit

No.	Items	Total
1	Souvenir Plaque (15 unit x RM50)	RM 750.00
2.	Gifts for speed eaters (3 units)	RM 500.00
3.	Program Certificate	RM 300.00
Total Cost		RM 1550.00

Welfare Unit

No.	Items	Total
1.	Breakfast (AJK) (50 persons x RM 5)	RM 250.00
2.	Open & Closing Ceremony (200 personsx RM 7)	RM 1400.00
Total Cost		RM 1650.00

Blood & Organ Donation Unit

No.	Items	Total
1.	Souvenir (Blood Donation) (200 units x RM10)	RM 2,000.00
Total Cost		RM 2,000.00

'MASS CPR' Unit

No.	Items	Total
1	Alcohol Pad (10 X RM 10)	RM 100.00
Total Cost		RM 100.00

' Big Eaters' Unit

No.	Items	Total
1	Foods & Drinks (50 units X RM 20)	RM 1000.00
2.	Winner's Gift (4 units X RM 100)	RM 400.00
Total Cost		RM 1400.00

Medical Check-Up Unit

No.	Items	Total
1	Glucose Meter	RM 400.00
2	Glucose Strips (10units X RM 50)	RM 500.00
Total Cost		RM 900.00

Open & Closing Ceremony

No.	Items	Total
1.	Material (borrow) - Bunga pahar - Bunga manggar - Kayu - Dulang	RM 100.00
Total Cost		RM 100.00

TOTAL ESTIMATE EXPENSES FOR PROGRAM

No.	Items	Total
1	Preparation	RM 1,500.00
2.	Multimedia & Graphic Unit	RM 5,000.00
3.	Transportation Unit	RM 750.00
4.	Souvenir & Gift Unit	RM 1,550.00
5.	Welfare Unit	RM 1,650.00
6.	Blood Donation Unit	RM 2,000.00
7.	'MASS CPR' Unit	RM 100.00
8.	'Big Eaters' Unit	RM 1,400.00
9.	Medical Check-Up Unit	RM 900.00
10.	Open & Closing Ceremony	RM 100.00
TOTAL ESTIMATE EXPENSES		RM 14,950.00

31 December 2019

Be a hero!
Be a donor

Blood
DONATION



SJKC Pei Yang Muar, Johor

*Blood Donation. Medical Check-up. Hair Cutting.
Mass CPR. Big Eater Contest*



PEJABAT HAL EHWAL PELAJAR
UNIVERSITI TEKNOLOGI MALAYSIA,
81310 SKUDAI , JOHOR.

TARIKH : 25 NOVEMBER 2019

YBHG. PROF. DATUK IR. DR. WAHID BIN OMAR
Vice Chancellor (UTM Johor Bahru)
Universiti Teknologi Malaysia
Johor Baharu

YBhg. Prof,

**APPLICATION FOR APPROVAL OF EXTERNAL SPONSORSHIP OF UTM@MUAR 19 COMMUNITY
LIBERATION PROGRAM ORGANIZED BY SCHOOL OF COMPUTING, UTM JOHOR BAHRU**

As the point above, I refer to Education letter on 25 November 2019 is that the power is given to all vice chancellor of any university in Malaysia for allow all student to collect donations off campus is allowed.

2. By this, we submitted the approval letter from school of computing of University Technology Malaysia to get approve the external sponsorship for 'Program Libatsama Komuniti UTM@MUAR '19' that will be help on 31 Dismember 2019 at SJK © Pei Yang, Muar, Johor Darul Takzim.
3. As such, the university is pleased to apply for the good services and considerations of the Prof. giving approval for sponsorship in order to cover the huge expenses incurred to make the program successful.

In the interest of professors, the Student Affairs Office expresses its gratitude and appreciation

Your Sincerely,

(YBHG. PROF. DR. DURRISHAH BINTI IDRUS)
Deputy Vice Chancellor of Student Affairs (HEP)
Universiti Teknologi Malaysia

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SELF REFLECTION (LEE HUI ZHONG)

We had chosen service-learning programme on blood donation as our proposal topic after discussion. The main reason we choose this programme is because blood donation is a meaningful and important activity to the community. As we all know that we can save many lives by donating blood and there are many hospitals facing the problem of blood shortage, so blood donation activity can be carried out to help in solving the problem. Other than that, we decided to choose this programme so that we can create awareness on the advantages of blood donation among the students of UTM. Our programme also consists of other sub-activities such as hair cutting for donation to cancer patients, medical check-up, mass CPR and Big Eater contest. The activities are to improve the concern on the health issues among the public and to help the need ones.

We have faced challenges during the planning and the organization of the programme. The first challenge that is about the planning and the organization of the programme because I have no experience in carrying out event or activity on blood donation before. There are many aspects need to be considered such as organization structure of the programme, finding sponsorship and other aspects. Other than that, I also faced some problems when doing the proposal and I realized that there are many details needed to be included in a programme proposal. So, I put much effort in completing the tasks given to me.

I have learnt many things throughout this assignment and I have gain experience from planning until the programme is carried out. I have learnt that determination is very important and we should not easily give up when we faced any challenges. Teamwork is also the key to the success. All of us have teamwork spirit in completing every task on time and finally leading our programme to success. Other than that, throughout this programme I have also learnt that we should be more concern on the health issue in our country. We should be helpful to the need ones and give more contribution to the community such as donate blood.

Lastly, I am very grateful to all my groupmates which have help one another throughout this assignment with full cooperation and I feel that teamworking is the most essential in doing this programme. I would like to say thank you to my lecturer Dr Hadi who have give many useful advise and have been guided all of us when we faced problems.

SELF REFLECTION (AMMAR HAWARI ABDILLAH)

I glad to have a study about leadership and teamworking topics in the Graduation Succes Attributes lesson. This topic teaches me about how to work in a group, leading, giving inspiration to other members, and trying to receive an opinion from someone. Leadership and Teamworking skills are important for me because both of these skills very helpful to improve my self-confidence and communication skills.

At this time, the lecturer gives an assignment to propose an event. When I heard that, I feel like "yes, easy for me I can do that" because I ever proposed a small event. But, it was wrong. It was not easy like what I thought. We must propose a formal or big event and wondering we make that real event.

The lecture distributed the member of each group. I feel good with my teammates because they very helpful and kind people, they also did their job on time. They inspire me to do the same thing. I also did my task on time with the correct thing. We did good teamwork during do the assignment. We help each other and carrying out the task from other members if he/she can not do well. From that, I know teamworking is better than individualistic.

From our discussion, we decided to propose a blood-donation event and I agree with that. Because I think the blood donation program is an important social event. From this event, we can help each other who need blood and for the organizer can be an intermediary for the blood-donator. Not only that, but this program can also helping the hospital to fix the problem of blood shortage. We believe from this event, we can save many people with our good effort. Moreover, we hope this event can improve people to concern about blood healthy and giving each other who need it. This event not only for blood-donation, but it contains medical check-up and other good things related to human society.

All of the things, always have a problem. Yes, we faced a problem when we made this proposal. Lacks of knowledge about blood-donation is the main problem for us. It is our first time to make a proposal or draft for a blood donation program. But, we are very lucky because we found an example of a proposal for the blood-donation program and that is very helping us to propose. My problem when making this proposal is I should manage my time to do my task and make sure I do correct things. I did my best to blend in my group and make a good opinion to improve my proposal assignment to be better.

For closing, I would like to say thank you to Mr. Hadi as my lecturer. He helps me to be better and be my inspiration lecturer. Also, my teammates, who helped me at every time I need help and they are very kind to me. They also very cooperative and make good teamworking. From this assignment, I can get that you can't succeed if you don't care with someone and someone doesn't care with yourself.

REFLECTION PAPER (NUR HASANAH BINTI SARIDDON)

First of all, I would like to thank to Dr. Muhammad Abd Hadi Bunyamin our Graduate Attributes Success lecturer. On week 11, he teaches about leadership and team working topic. This topic teaches me on how to be a great leader and how to working in group. For me, leadership and team working skills are important because this skill can help me to improve and polish my self-confidence and also can improve my communication skills. Based on this topics, we got a task to make a proposal.

On this task, we must propose a formal event. The lecturer distributed the group, each group have 5 members. I feel good and comfortable with my teammates, they are very helpful and supportive. After some discussion in group, our group has decided a service- learning programme on blood donation as our proposal topic. We choose these topics because there are many hospitals facing the problem of blood shortage, so that we can help to solve this problem. Our programme also consists of other sub-activities such as hair cutting for donation to cancer patients, medical check-up, mass CPR and Big Eater contest.

The challenge that I faced through during do the proposal is I feel it's quite difficult to me because I have lack of experience and knowledge. Before this I have been do the proposal but I settle up this kind of thing assisted by a people who have a lots of knowledge. Then the next challenge that I feel is very difficult to me is I do not know the flow and the proper way on how to find the sponsor.

The program will be organized to help the Hospital Pakar Sultanah Fatimah(HPSF) to avoid from blood shortage and help people in Muar community to enhance their first-aid knowledge, motivate them to help someone who in need of help, to provide free medical examinations for the residents and encouraging the culture of volunteerism amongst the campus people, especially the students and staffs of Universiti Teknologi Malaysia. In addition, this program can strengthen the relationship between university students and community.

Lastly, the short term impact of the program is to give exposure to students about networking and leadership. The long term impact of the program is students get to experience the joy of contributing towards the community and feel inspired to always be the change they want to see in this world.

SELF REFLECTION (MOHD ANAS BIN ADNAN)

We have given a task to organize a program to help organization. In our discussion we have decided to go through this blood donation because in our hospital there are less amount of blood. By having this program we also can motivate people to donate blood frequently because by donate blood we can save others life. Other than that, we decided to choose this program so that we motivate about the awareness on the advantage of blood donation. Our program also consist of hair cutting to cancer patients, medical check-up, mass CPR and Big Eater contest. This activities are help to improve the concern on the health issues among the public.

A few challenges that we faced during planning and organizing the program. This is my new experience to organize the program. The biggest challenges are when to plan the program because this will be the first experience. I have a problem when to decide the time and what to do for that particular time. Next, I have a problem finding a sponsorship to let us carry out the blood donation program. I don't have any experience in request for a sponsorship. By that I need to do some of the research on what is the best organization that can give us a sponsor. I also need to think whether their can accept our sponsorship application.

I have learn many things throughout the process of doing this assignment such as planning for the program, decided the best program that will be held. In planning for the program it need to be in detail and concern about the others and participant. For decide the best program it should be the program that will give maximum value to others and the program need to teach participant in a fun and interactive ways. Next, I have learn about spirit of teamwork. Without a help of my teamwork this blood donation program will not going to complete. If I the only one who do all the work, it do not going to happen.

Lastly, I am very grateful to team up with all my groupmate because they really give a 100% when doing this assignment. With all of our hard work this blood donation can be done smoothly. I feel that my teammate are the most essential part of this blood donation. I would like to say thank you to my lecturer Dr Hadi who have given many useful advise and have been guided all of us when we faced problems.

SELF REFLECTION (MUHAMMAD SYAFIQ HANIF BIN MOHAMAD HALIM)

First of all, a special thank you to Mr.Hadi, my Graduate Success Attribute lecturer for providing information and guidance to me and my team during the whole event organising task. My teammates, who are very supportive, helpful and manage to cover up all of my weakness and lack of abilities. The cooperation between people holds the key of the very success in of any given group work.

After some time and also discussions among our group members, we decided the best idea is for organising a blood donation program. Why? First of all, this kind of event is crucial for the society. The people out there should know the first thing about blood donation, the importance of the donation and also the truth that both donor and receiver will be beneficial from it. Generally, everyone know that people donate blood to save lives but do they know that the number of supplies from blood banks from around the world is very limited and the supply shortage problem is not that rare in some hospitals. This is where we people, normal human beings can lend a helping to others that are unfortunate by donating some of our blood to the blood banks. Thus, the idea of the such program is accepted and proposed by my group.

Problems and hurdles are something you always face is proposing and organising such crucial and complex program. First is the planning of the event, most of us never once organised such event especially something like blood donation program. I even don't know where to actually start, who should get in touch with, suitable venue for the program and many more. There are many things to look into and complex planning is needed. Next is money, one of the most important things for such program as we all student and obviously we don't have kind of money to organise the event. This is where sponsorship comes, I find that finding a sponsor is something that you cannot easily get and convincing people to sponsor for a program is not something that everyone can do. Play of words and confidences played an important role there. Other that, lots of paperwork is for example the proposal, everything needed to be precisely detailed, easy to understand and neatly done as it is the most important document to initiate the program.

The moment of organising the event is very important to me from the start till the very end. The moment of planning is devastating, the lack of knowledge of blood donation program really took a toll on me and the rest of my group. The situation turns around as we a fortunate enough to find a proposal from the previous student who manage to organise an event similar our blood donation program. This really helps us in our planning and drafting some ideas to a similar yet different blood donation program. Hence, our rate of program planning completion is steadily moving till the day the program is held.

Lastly, the biggest challenge for me is like my other team members, planning the program and completing the required proposal. Punctuality is another story, I myself came late to my own group discussion one time and the discussion ended without me which I tried my best to make to it by doing my part of the job as best as

I can. The situation of being in a group with people I rarely talk to might be challenge for me but I tried to contribute and help to ensure the completion of the proposal and success of the program.

MINUTES OF MEETING
PROGRAMME BLOOD DONATION UTM
@MUAR 2019 / MyBlood'19
31 December 2019

FIRST MEETING

No.	Group Member	Time Arrival (Signature)	Time Finish (Signature)	Group Meeting Agenda			Other Remarks e.g Potential Problems/ Difficulties/ Limitations
				Date : 6 November 2019 Time : 10.00 – 12.00	Minutes of Meeting : Ammar Hawari Abdillah	Leader of Meeting : Muhammad Anas Bin Adnan	
				<i>Agenda Items</i> Things discussed in Meeting	Talk or Ideas by	What action needs to be taken? What do we need to bring?	
1.	Muhammad Anas Bin Adnan	<i>Anas</i>	<i>Anas</i>	Issue of the proposal	Muhammad Anas Bin Adnan	Find any information related to blood donation and culture of every races	A little hard to find related authorities like hospital giving support for the event

2.	Nur Hasanah Binti Sariddon	<i>Hasanah</i>	<i>Hasanah</i>	Date and Venue for the Program	Lee Hui Zhong	Searching suitable venue and set the venue with date of event	First time making program about blood donation make us difficult to find any sources and getting the information about blood donation and culture of every races
3.	Muhammad Syafiq Hanif Bin Mohamad Halim	<i>Syafiq</i>	<i>Syafiq</i>	Purpose and Requirements of The Program	Nur Hasana Binti Sariddon	Discuss about the main purpose of the program and the requirements for the program	
4.	Lee Hui Zhong	<i>Lee</i>	<i>Lee</i>	Activities During the Program	Ammar Hawari Abdillah	Make specific activities related to blood donation and thinking about the open and close ceremonial for the event	
5.	Ammar Hawari Abdillah	<i>Ammar</i>	<i>Ammar</i>	Program to be Organise	Muhammad Syafiq Hanif Bin Mohamad Halim	Discuss the benefits and obstacles of carrying out blood donation program culture day	

SECOND MEETING

No.	Group Member	Time Arrival (Signature)	Time Finish (Signature)	Group Meeting Agenda			Other Remarks e.g Potential Problems/ Difficulties/ Limitations
				Date : 20 November 2019 Time : 10.00 – 12.00	Minutes of Meeting : Ammar Hawari Abdillah	Leader of Meeting : Muhammad Anas Bin Adnan	
				Agenda Items Things discussed in Meeting	Talk or Ideas by	What action needs to be taken? What do we need to bring?	
1.	Muhammad Anas Bin Adnan	<i>Anas</i>	<i>Anas</i>	Division of task	Muhammad Anas Bin Adnan	Give task to each group member and make sure to do on time and right	Each member have any different opinion and hard to decided the task for each member
2.	Nur Hasanah Binti Sariddon	<i>Hasanah</i>	<i>Hasanah</i>	Tentative of the Program	Muhammad Syafiq Hanif Bin Mohamad Halim	The flow of the program	Distribution of task: Some have to do more parts but some have to do less
3.	Muhammad Syafiq Hanif Bin Mohamad Halim	<i>Syafiq</i>	<i>Syafiq</i>	Sponsorship and Partnership	Ammar Hawari Abdillah	Searching the sponsor and partner from previous	

						experience related to blood donation program	
4.	Lee Hui Zhong	<i>Lee</i>	<i>Lee</i>	Problem Statement	Lee Hui Zhong	The cause and effect of any issues	
5.	Ammar Hawari Abdillah	<i>Ammar</i>	<i>Ammar</i>	Budget Estimation	Nur Hasana Binti Sariddon	Identify the activities, estimate the expenditure, and sponsors for revenue	

THIRD MEETING

No.	Group Member	Time Arrival (Signature)	Time Finish (Signature)	Group Meeting Agenda			Other Remarks e.g Potential Problems/ Difficulties/ Limitations
				Date : 4 Desember 2019 Time : 12.00 – 14.00	Minutes of Meeting : Ammar Hawari Abdillah	Leader of Meeting : Muhammad Anas Bin Adnan	
				Agenda Items Things discussed in Meeting	Talk or Ideas by	What action needs to be taken? What do we need to bring?	
1.	Muhammad Anas Bin Adnan	<i>Anas</i>	<i>Anas</i>	Progress of Each Part	Every member	Note the progress of each part from each member and improve the work to be faster	Some adjustments required to match every part from each member and some people
2.	Nur Hasanah Binti Sariddon	<i>Hasanah</i>	<i>Hasanah</i>	Problems when doing proposal	Every member	Identify the problem and fix the problem	

3.	Muhammad Syafiq Hanif Bin Mohamad Halim	<i>Syafiq</i>	<i>Syafiq</i>	Compile File	Nur Hasana Binti Sariddon	Compile all parts into a final proposal	need little extra time to finish all of the work
4.	Lee Hui Zhong	<i>Lee</i>	<i>Lee</i>	Presentation Slides	Lee Hui Zhong	Search any supporting media and find good ideas for slide	
5.	Ammar Hawari Abdillah	<i>Ammar</i>	<i>Ammar</i>	Distribution of Tasks	Ammar Hawari Abdillah	Follow the distribution of previous part	