Faculty of Engineering
School of Computing
Course code: UHMT1012
Section: 28
Course name: GRADUATE SUCCESS ATTRIBUTES

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Contents

Introduction

70% of employed Americans who give presentations agree that presentation skills are critical to their success at work, according to a new Prezi survey. As that said we are as university students we need all the needed knowledge about presentation skills, from normal powerpoint slides to highly graphical animations and professional effects. So this leads us to the question of why we need this skill in real life?

- Making the viewer get the idea faster and easier

- Giving a professional point of view in simple frames

- Letting the spectator's mind focus on all details

- Reaching your global or personal goals

Therefore, video editing is the most underestimated skill due to its repetition of it being difficult or impossible to do by normal users. In our workshop, we will teach you the basic elements of making a video with your own comfort.

Objectives

The objective of the video editing workshop is to break the wall of fearing video editing and the hustle behind it by showing the ease of using our main software "ADOBE Premiere PRO" and give everyone a chance to work with it. We can often hear that a lot of people ask the question "Is it hard to learn video editing?" and the answer is "Yes". Actually, video editing skill is hard to be learnt for someone if they don't know what it is all about. If you don't know what to learn and where to start, it will be difficult for them to learn it. So, our group hope that the workshop will make the video editing skill become easier to be learnt for people and change their impressions about video editing.

Our goal from the video editing workshop is also to give the lecturers more space to supply their knowledge to students and to make classes go smoother, more enjoyable and more effective by using alternative methods of teaching like BUZZ GROUP method and ROLE PLAY method. Our target participants for this workshop are not only for UTM students, it is also prepared for UTM lecturers. As students, we suggest that the lecturers can apply the video editing skill in their teaching method. It is because the videos are very helpful for students to pay more attention in the class. Therefore, the lecturers can start to edit their own teaching video after participating in this video editing workshop.

Furthermore, the objective of the video editing workshop is to improve creativity among students and let them spread their imagination in real-life graphical content. From this video editing workshop, the participants can learn how to create and edit videos with their various types of animation. They will try to think out of the box about what animation should they apply to make their videos become perfect. Hence, video editing skill can be said as one of the preparation for students before entering the working environment.

Problem statement

During our progress on making this workshop, there are a few problems that we have faced in order to make everything run accordingly. We are having difficulties finding the right computer laboratory which have decent computer hardware such as CPU, GPU, and RAM to ensure our participants comfortable while using the video editing software without having a problem or crashing the program.

Participants will not be in pleasure and hard to follow along with the class if the computer they are using having difficulties is doing certain tasks while using the software that using a huge amount of computer memory. Plus, it is better to have the latest operating system that is most likely to have no compatibility issues between hardware, system software and application software.

Even if we found the right computer lab to do video editing workshops, we still need to make sure that it does not clash with other lecture classes or other classes using the same computer lab. We also need to find a suitable time for the instructor and will-be-participants.

We do need to expect that not every person who participates in the workshop was familiar with the user interface of the software. An assistant instructor is required to help with those who are in need in order to catch up with the lesson from the instructor and the instructor needs to be aware of its student if the lesson is going too fast in order for students to catch up with the lessons.

To ease the workflow of this workshop require sponsorship. Sponsorship is hard to find to cover this type of interest. A strong proposal and paperwork need to fulfill to convince the possible sponsorer. Failing to achieve a certain amount of money will put this workshop on hold or raising participant fees.

Organization Structure

Video Editing Workshop

Member of Executive Committee

President: Mohamed Zaimi

Secretary: Nur Hidayah Binti Hamri

Treasurer: Chong Li Ling

Workshop Main Tutor: Mohamed Zaimi

Workshop Tutor Assistant: Ali Hilmi Bin Ismail
Chiam Wooi Chin

Ordinary Committee Member

Venue: Chong Li Ling
Nur Hidayah Binti Hamri

Registration: Nur Hidayah Binti Hamri
Ali Hilmi Bin Ismail

Multimedia: Mohamed Zaimi
Chiam Wooi Chin

Certificate: Chiam Wooi Chin

Food and Drinks: Chong Li Ling

Tasks of each member

President

- Leading the committee member in achieving the goal and objective of this workshop.
- Assure the committee member running the progress of the workshop effectively and efficiently.
- Provide oversight and be able to work collaboratively with other committee members in organizing this workshop.

Secretary

- Make the record of the management and minute meeting of committee members.
- Assure that the preparation of the document and letter required for this workshop.
- Able to inform the committee members about the final result of every minute meeting.

Treasurer

- Administer all the financial affairs of this workshop
- Able to control the budget for this workshop.
- Prepare the financial report of this organization of the workshop.
- Maintain accurate records of all sponsor and expenditures.

Workshop Main Tutor

- Having the knowledge and experiences to teach the students about the skills of video editing.
- Able to teach the students well and patiently.

Workshop Tutor Assistant

- Having knowledge about video editing.
- Able to assist the main tutor in teaching video editing in the workshop.

Venue

- Prepare the decoration and ensure the cleanliness of the venue of the workshop.
- Able to arrange the students for different classes.
- Assure that the sufficient quantity of computers for the students.

Registration

- Record the registration information of every student that takes part.

Multimedia

- Record the video and take photos of the video editing as the evidence of the workshop.

Certificate

- Prepare the certificate for the students that pass the qualifying test for different classes.

Food and Drinks

- Prepare and make sure enough snacks and beverages for the students of the video editing workshop.

Budget

Estimated Income

Activity	Amount (RM)
Food & Beverage ● For both section (RM8*60)	480
Program ● Venue set up fees(RM150*8)	1,200
Software ● For each computer(RM6*60) ● Free guide Ebook	360
Certificate ● For all attendance(RM1*60)	60
Publicity ● Banner(RM15*10) ● Poster(RM40*25)	150 1,000
Total Expenditures	**3,250**

Each attendee pays RM 60 for once

Estimated attendance is 60 people

60 * 60 = RM 3,600

3,600 - 3,250 =RM 350

RM 350 is used as a back-up budget

Estimated Date, Time and Venue

Date: 10 January 2020 (Friday) - 01 February 2020 (Saturday)

Day: Every Friday and Saturday

Time: 7.00 p.m. - 10.00 p.m.

Venue: MPK 10, N28, School of Computing

Everyone is encouraged to participate in this Video Editing Workshop especially for students. This Video Editing Workshop is open to all UTM students and the public. All of the students included primary, secondary, institute and university are strongly encouraged to get involved in this workshop. This is because they can learn how to edit a video for their presentation instead of the simple powerpoint slides.

There are two sections for this Video Editing Workshop. The participants can register as beginners or amateurs in this workshop. This Video Editing Workshop is estimated to be held for a month. In that month, the workshop is prepared for beginners every Friday while the workshop for amateurs will be held on every Saturday. Every workshop will last for 3 hours at night.

The video editing is not really difficult as we think. We can actually take it easy. This Video Editing Workshop can help participants to improve video editing skills and get higher marks in their presentation. They will be more successful in their studies or at work. The more skills you have, the more opportunities you will get.

Workshop Schedule

Date and Time	Activity	Venue
10, 17, 24, 31 January 2020 (Friday) - Beginners 7.00 p.m. 7.15 p.m. 7.30 p.m. 8.45 p.m. 8.55 p.m. 10.00 p.m.	Registration of participants Introduction of Video Editing Video Editing Lesson starts Short break Continue Video Editing Lesson Video Editing Lesson ends	MPK 10, N28, School of Computing
11, 18, 25 January, 01 February 2020 (Saturday) - Amateurs 7.00 p.m. 7.15 p.m. 7.30 p.m. 8.45 p.m. 8.55 p.m. 10.00 p.m.	Registration of participants Introduction of Video Editing Video Editing Lesson starts Short break Continue Video Editing Lesson Video Editing Lesson ends	MPK 10, N28, School of Computing

Conclusion

The main purpose of the program is to increase knowledge and sharpen students' skills in video editing, especially for students who are interested in modifying videos. This video editing workshop provides an opportunity for all students to learn how to edit videos in a stress-free environment.

As explained above, this workshop has two sessions for Beginner and Amateur alike for a month. In this way, it makes it easier for teachers to teach and for students as they feel comfortable with their own group. For example, if a Beginner and an Amateur group are combined it may be difficult for the Beginner group to grasp what the instructor is describing in front of the class.

Also, there are many benefits to university students if they attend this video editing workshop as they can learn how to edit their video and spread their imagination in real-life graphical content. They will also receive certificates and merits for the duration of the workshop.

Actually, we had got an idea to hold this video editing workshop in a bigger scale before to benefit people outside UTM too. However, the main target participant for this workshop is students, so we do not want the fees become a burden for students. More bigger scale for the workshop, more budget that we need without sponsorship, more fees that they need to pay. We felt very sorry that we can only hold this workshop in a small scale in UTM.

We hope that this workshop will be supported by university students as this workshop will help them develop their talents in video editing as well as increase their confidence in developing their talent. We are excited to hold this workshop as it will help students to learn the skills of video editing.

Self Reflection (Chiam Wooi Chin)

Before we start our proposal, we have made some discussion and minute meetings to decide on one program to organize. After we discuss some programs, we decided on the Video Editing Workshop as our program in this proposal. Video Editing is one of the skills that should be adapted by most of the university students, especially the students in the school of computing. We need to learn this skill when we present our video in class. Therefore, I think this video editing workshop can give advantages to many students in video editing and do the assignment. This is why we choose this program as our proposal.

There are some of the challenges that I faced during the process of organizing this workshop. First, I do not have knowledge of video editing skills. This is because I did not have the experience of video editing before. I do not know that there are so many skills and techniques in video editing. After I start the video editing workshop with my group members, I realize that I should adapt this skill as fast as possible. Hence, I begin to learn video editing skills from websites and Youtube. Besides, I also practicing more on the video editing by doing the video editing task of a group project of other subjects. These efforts that I put in had brought good results for me. Now I already adapted this skill and can organize this workshop better.

Self Reflection (Chong Li Ling)

After the first minute meeting, all of us in the group had decided to choose Video Editing Workshop as our proposal topic. The reason we choose this program is that many people lack video editing skills included me. However, some of the assignments and projects are required to make a video as their parts of the presentation. This Video Editing Workshop can teach the participants about how to make and edit a video especially for students and office workers who need to make their presentation in the school and company. This skill will be a preparation for them to get higher marks and a good impression.

I had faced a few challenges when I handled this Video Editing Workshop with my group members. First of all, I was not familiar with video editing skills. I also did not know how to use a video editing application which is Premier Pro. I found that I just only had little information about this topic. So, I started to search the Internet and get more information about Premiere Pro and video editing skills. I feel thankful that I have learned a lot of new things from this assignment to improve my skills and abilities. Besides, this is my first time to make a proposal for an event. Therefore, I would like to thank everyone helps me in this Video Editing Workshop especially my group leader and members who were teaching and assisting me to solve problems that I faced.

Apart from that, there were some challenges for our group to handle this Video Editing Workshop. First and foremost, we cannot find a suitable venue for this workshop because we were worried about limited PCs and seats. Luckily, we had found that there are enough PCs and seats in the MPK 10, N28, School of Computing for our workshop. Furthermore, we cannot find the sponsorship for this workshop. So, all of the group members started to discuss and plan on how to cut the budget and let the participants paying less but getting more. The fees which will be paid by the participants of this workshop are RM60 for four lessons in a month.

Last but not least, everyone is encouraged to join this Video Editing Workshop because video editing skills must become a requirement for our job opportunities in the future.

Self Reflection (Nur Hidayah Hamri)

After Dr. Hadi gives us the group for our project, our leader already came up with the idea which is we make a video editing workshop. I think that a good idea because nowadays many students did not know well in editing and most of them using youtube as a teacher. So with the existence of this workshop, students can increase their knowledge in video editing skills including me. I also did not know well in editing video but I think this workshop will help students. Next, when we make our first meeting, I was appointed as secretary and this also gives me the opportunity and experience to be a secretary. I can learn how to make a minute meeting and its something new for me even at primary school I already learn about it.

Second is about I committed to the group and try to make new friends and members. Especially with foreigner students, I encourage myself to express myself and speak in English. After our first meeting, our leader; Zaimi did a great job because they explain to us about our workshop. He asks us about what we need for this workshop and the opinion about this workshop.

For the first meeting until the last meeting going so well. That's why when first class, Dr. Hadi ask our group about our progression and our leader said that 50 percent, it is because we all know the flow of our group. So we just need to make it finish.

Next is about the fees, in the beginning, I did not agree about the fees is about RM60 and after our leader explained to us now I understand why he did that because in our first meeting we agreed to make RM30 something for fees but in problem, statement says that it hard to find the sponsorship so we just make without it. RM60 for one person for one month, it includes food and everything that shows in the budget table.

Lastly, all is well from the first meeting to the last meeting but the problem in our group is communication in English. It a hard part, sometimes I have an idea or did not like the idea and I want to say it but suddenly I lose and cannot say it. I think I have to learn and practice more in speaking English.

Self Reflection (ALI HILMI ISMAIL)

First of all, thank you Dr. Abdullah Hadi bin Bunyamin (SP) for arranging the group members. Everyone is giving their best commitment and cooperation on finishing this proposal about Video Editing Workshops which we have discussed and agreed on during our meeting. Starting with defining our requirements on making this workshop happening and then listing out the expectation of participants from joining this workshop and predict possible obstacles that we will be facing. Everything that we discussed has been jot down by our secretary.

Video is one of the elements of multimedia that has been widely used in mass media. People will understand more clearly from a video rather than just reading it from texts or listening to audio. I think the video is an effective way to promote a product or an event that can grab people's attention rather than reading it beside a street-side or newspapers or listening to the radio. Not many people listen to the radio anymore. Besides, everyone is always accessing information mostly from social media with their smartphones 24/7. If a promotional video can grab people's attention then it achieves its purpose to be an effective way for viewers to access information from the video and people start to recommend it to others if they find it interesting. But creating an eye-catching video requires skills and experiences in the video editing field. That is what the purpose of this workshop is. To share knowledge of video editing overview and deliver certain information through a video.

I am already familiar with various video editing software beginning with windows movie maker when I was in secondary school. Then I keep learning through online tutorials such as Youtube and Udemy on using advanced video editing software such as Adobe Premiere and After Effect to have more control over the sequence audio, clip and effects rather than just using basic audio or video transition. But even though I am using advanced software does not mean I know every tool in the software. I am eager to learn more about using those software and this workshop will definitely teach something that I have missed about certain tools in the software.

Huge thanks to everyone that put their effort into finishing this proposal even though communication between some of us might be a little difficult but that did not stop us from getting our work done.

Self Reflection (Mohamed)

First of all, a great thanks to Mr. Abdullah Hadi bin Bunyamin for giving me and my group members the chance to try and test our ability in making a whole program from scratch and building it on our own.

Also, I want to thank my team for giving their best and more in this work and showing a great attitude toward the work we did in this short period, and being patient with me and accepting me as a foreigner member of the group and sacrificing their comfort zone by giving me a chance to be their leader in this journey.

Secondly, by putting that aside, in the beginning, we had a problem which is most the team members were not familiar with video editing, so it was a little challenge they overcome with flying stars, after passing that obstacle, we had some clashes in ideas and perspectives but we settled on one point that satisfies all of us.

Thirdly, we had a wall to climb, which is finding the perfect fee to put for this workshop since it was impossible to find a sponsor for our event, but we worked it throw.

Last but not least, I want to conclude everything by saying that I encourage everyone to join our workshop because it took a lot of effort and time to be perfect, so I will meet all their.

Prepared by,

_____

MOHAMED ZAIMI

Program Manager,

Program "Video Editing Workshop",

Universiti Teknologi Malaysia.

Verified by,

_____

DR. MUHAMMAD ABD HADI BUNYAMIN

Advisor of Program "Video Editing Workshop",

Universiti Teknologi Malaysia.

UTM UNIVERSITI TEKNOLOGI MALAYSIA
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PRESENTS

START!
VIDEO EDITING WORKSHOP
Limited to 60 people only

10 January - 01 February 2020
MPK 10, N28, School Of Computing

Workshop Fee: RM60

Why You need to join us!!

- Editing using Adobe Premiere
- PRO
- Improve creativity in you
- Food provided
- Merit and Certificate

Contacts:

Zaimi
019-7378927

Hidayah
018-3734182

* Workshop every Friday and Saturday, 7.00 PM - 10.00 PM
Payments should be settled a week before the workshop

References

Ken Dancyger. (2007). The Technique of Film and Video Editing: History, Theory, and Practice. United States: Taylor & Francis.

https://books.google.com.my/books/about/The_Technique_of_Film_and_Video_Editing.html?id=IXZ8ROuUlBMC&redir_esc=y

Appendix

https://helpx.adobe.com/premiere-pro/tutorials.html

MINUTE OF MEETINGS
LEADERSHIP AND TEAMWORK SKILLS
Group 1 Meeting Agenda

Minute meeting 1

No	Group Member	Time Arrival with signature	Time Finish with Signature	**Group Meeting Agenda**				Other Remarks e.g. potential problem/ difficulties/ limitations
					Date: 31 November 2019 **Time: 1400-1500**	**Who took the notes?** **Name: Nur Hidayah**	**Who is leading the discussion?** **Name: Zaimi Mohamed**	
				No	**Agenda Items What are the things discussed at the meeting?**	**Who is talking/ giving ideas?**	**What action needs to be taken? What we need to bring**	
1	Zaimi Mohamed	*Zaimi*	*Zaimi*	1	The goal of the project	Zaimi	Thinking the purpose of making this workshop	Thinking about what benefits that we and people get from this workshop
2	Ali Hilmi	*Ali*	*Ali*	2	How to attract people	Ali	Using social media and poster	What software we gonna use to make the poster so that people will attract to join our workshop
3	Chong Li Ling	*Li Ling*	*Li Ling*	3	Discuss tentative	Li Ling	Find a suitable date, time and place	It hard to find a suitable date and time due to the student has many programs

| 4 | Chiam Wooi Chin | *Chiam* | *Chiam* | 4 | Discuss the type of class | Chiam | Have to think a class of people who join the workshop | Students have many types of category such as junior and senior. Some of them did not know how to edit video. So it will be good to make a class of beginners for who first time to learn. |
| 5 | Nur Hidayah | *Hidayah* | *Hidayah* | 5 | Expected of participants | Hidayah | have to think about how many people to join this workshop | This also includes thinking about food that we provide and certificate |

MINUTE OF MEETINGS
LEADERSHIP AND TEAMWORK SKILLS
Group 1 Meeting Agenda

Minute meeting 2

No	Group Member	Time Arrival with signature	Time Finish with Signature	Group		Meeting	Agenda	Other Remarks e.g. potential problem/ difficulties/ limitations
				Date: 31 November 2019 **Time: 1400-1500**		**Who took the notes?** **Name: Nur Hidayah**	**Who is leading the discussion?** **Name: Zaimi Mohamed**	
				No	**Agenda Items What are the things discussed at the meeting?**	**Who is talking/ giving ideas?**	**What action needs to be taken? What we need to bring**	
1	Zaimi Mohamed	*Zaimi*	*Zaimi*	1	Think about what software going to use	Zaimi	Explain about premiere pro	Using one software only to teach the participants
2	Ali Hilmi	*Ali*	*Ali*	2	The arrangement time for the group of class	Ali	2 week for beginner 1 week for amateur 1 week for professional	What time and date that is suitable for the group of class
3	Chong Li Ling	*Li Ling*	*Li Ling*	3	Explain about attraction	Li Ling	We provide food and computer	Food also depend on sponsorship

4	Chiam Wooi Chin	*Chiam*	*Chiam*	4	Explain what benefit if they join this workshop	Chiam	Prepare the merit, certificate,	Need to deal with superior people
5	Nur Hidayah	*Hidayah*	*Hidayah*	5	Talk about fees	Hidayah	Think about the suitable fees for students	Think about their ability to pay

LEADERSHIP AND TEAMWORK SKILLS
Group 1 Meeting Agenda

Minute meeting 3

No	Group Member	Time Arrival with signature	Time Finish with Signature	**Group**	**Meeting**	**Agenda**	Other Remarks e.g. potential problem/ difficulties/ limitations
				Date: 27 November 2019 **Time: 1000-1100**	**Who took the notes?** **Name: Nur Hidayah**	**Who is leading the discussion?** **Name: Zaimi Mohamed**	
			No	**Agenda Items What are the things discussed at the meeting?**	**Who is talking/ giving ideas?**	**What action needs to be taken? What we need to bring**	
1	Zaimi Mohamed	*Zaimi*	*Zaimi*	1	Giving and divide the task	Zaimi	Give the task of the proposal to the members	It easy to divide the task and save time
2	Ali Hilmi	*Ali*	*Ali*	2	Find a venue to hold the program	Ali	Find a lab that can fit many people and good computer	Have an issue to find the good condition of the computer
3	Chong Li Ling	*Li Ling*	*Li Ling*	3	Make a correction in the tentative schedule	Li Ling	Decide new time to people join this program	

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4	Chiam Wooi Chin	*Chiam*	*Chiam*	4	Explain about organization structure	Chiam	Division of tasks during the workshop	Explain about the duty and responsible
5	Nur Hidayah	*Hidayah*	*Hidayah*	5	Find the sponsorship	Hidayah	Have to make a proposal paper	It was difficult to find sponsors.