



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

ORGANIZATIONAL BEHAVIOR

SBSD 1043 - SECTION 02

**TEAM ASSIGNMENT REPORT: A SHORT
MOTIVATIONAL FILM, “SOAR”.**

GROUP 7

NAME	STUDENT'S MATRIC NUMBER
NUR AIZAT NADZIRAH BINTI AZMI	B19BS0013
NURUL ADIBAH BINTI IDRIS	B19BS0015
TING YEE LIN	A19BS0155
MUHAMMAD SHAHIDAN BIN ZULKEFLI	A19BS0080

**LECTURER'S NAME: ASSOC PROF DR UNGKU NORULKAMAR
UNGKU AHMAD**

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INTRODUCTION

This is a 3D short animation film which named *Soar*, a cross between **Miyazaki** and **Pixar** and this creative idea was written and directed by *Alyce Tzue*, a student of the Academy of Art University, San Francisco. *Soar* is the proud 2015 Gold Winner of the 42nd Student Oscars, Best Student Animation Winner at Palm Springs International Film Festival, Finalist at the Student BAFTAs, and many other candidacies.

Before introducing the short film, we would like to introduce four characters in this film such as *Mara*, *Lucas the Pilot*, *Lucas's ship* and *the fleet*. First of all, the main character, **Mara**, is a thirteen-year-old girl who dreams of one day building airplanes. She is full of creative ideas, but does not always succeed. She is an ambitious and caring girl, therefore when she is determined, nobody will stop her on helping others. Then, **Lucas the Pilot**, is a tiny, five-inch-tall boy, probably an alien who has fallen from the sky. He had a velvet satchel which seemed like important to him and wants to back home. **Lucas's ship** is a transportation of Lucas, this ship had a strange structure design, this is the only transportation that Lucas needed to fly back home. **The fleet** is the hundreds of flying ships are sailing away into the sunset.

The story begins with a thirteen-year-old young girl named **Mara**, she is an optimistic and ambitious girl as she dreams of one day becoming an airplane designer. She then tested to fly her model airplanes in the broad field behind her house every day although every time she tried, they crashed. Another day, Mara sat at a picnic table and looked gloomy as she just had an unsuccessful flying attempt again. When she was figuring out the new ideas, a velvet sachet hit her head. Suddenly, a tiny five-inch-tall boy (**Lucas The Pilot**) had fallen from the sky with his fantastical and contraption flying machine.

Mara realized that Lucas is in trouble as his flying ship is damaged and the rest of *the fleet* was leaving without him while he eagerly wanted to repair its fleet. **Mara** knew that she is the only one who can help **Lucas** to fly back home before it is too late. Therefore, Mara used her all strength to fix its flying ship by creative and innovation ideas. **Lucas's** flying ship had a strange design, so that Mara need to take time on fixing or reforming it again. However, Mara tried twice to recreate the flying ship but she failed again and again. When she started to despair, an inspiration kicked in! She then successfully reformed a flying ship by combining **Lucas's ship**, Mara's airplanes and drafts.

Finally, **Lucas** returned to his home before it is late and lighten up the night sky with shimmering stars in order to inform **Mara** that he was back home in time.

CHAPTER 1 : PERSONALITY AND ABILITY

From the short film video that we selected, ‘SOAR’, I found that personality and ability topic related to our video. Firstly, personality is the pattern of relatively enduring ways that a person feels, thinks, and behaves. Personality also is a measurable traits that a person exhibits, such as shy, aggressive, submissive, lazy, ambitious, loyal and more. I found 4 out of 5 from the Big Five Model Personality which is extraversion, agreeableness, conscientiousness and openness to experience.

Firstly, extraversion. Extraversion or positive affectivity is a personality trait that predisposes individuals to experience positive emotional states and feel good about themselves and the world around them. Extraversion usually related to high on sociability, talkativeness, energy and assertiveness while introverts consists of retiring, reserved, silent and cautious. In this video, I found that in the first scene when Lucas’s plane was crashed and he accidentally landed on the table where Mara sat, Lucas was quite introvert because he being cautious to Mara as he don’t know Mara yet and afraid that Mara will hurt him. Next, Mara being extrovert by calming him and then help Lucas to repair his broken plane. After a while, Lucas seems comfortable to Mara by showing his cooperation in testing the plane to fly.

Next, agreeableness. Agreeableness is a personality trait that captures the distinction between individuals who get along well with other people and those who do not. High agreeableness usually related to friendly, cooperative, trusting and helpful while low agreeableness related to uncooperative, irritable and suspicious. In ‘SOAR’, Lucas showed high agreeableness to Mara as he’s very cooperative to help Mara in testing his broken plane. Mara also showed the same high agreeableness as she was very helpful and friendly by helping repairing Lucas plane via giving her plane to Lucas to replace his broken plane. Mara and Lucas also have high agreeableness towards each other because they were trusting each other and there is no fight in this film.

Thirdly, conscientiousness. Conscientiousness is a personality trait that describes the extent to which an individual is careful, scrupulous and persevering. High conscientiousness usually related to careful, well-organized, self-disciplined, responsible and precise while careless, disorganized, undependable and impulsive is in low conscientiousness. I can see that Mara is a well-organized person as at the first scene it shows that she has the engineering

drawing blueprint for her plane. This shows that Mara is an organized person as we need to plan before doing something. Responsible is the right personality that can be described for Mara. She is responsible to help Lucas to repair his broken plane. Even though Lucas is a stranger, Mara still felt responsible to help Lucas that was in trouble. Lucas also a responsible person as he never give up to go back with the other plane. Lucas seems to be a precise person as at the end he managed to hold up the stars together with his friends and do not forget to thanks to Mara from the light sign.

Lastly, openness to experience. Personality trait that captures the extent to which an individual is original, open to a wide variety of stimuli, has broad interests and is willing to take risks as opposed to being narrow-minded. Mara seems to be a smart girl as she shows her interest in aircraft by trying to build her own plane. This is not an easy work to do by yourself. Also, Mara really try hard to find out the solution even she failed to fly Lucas's plane at first. She willing to take a risk and never give up as long Lucas's plane can fly back.

Personality traits relevant to organizations that related to this video is locus of control. Internal locus of control describes people who believe the ability, effort, or their own actions that determine what happens to them while external locus of control describes people who believe that fate, luck or outside forces are responsible for what happens to them. In SOAR Film, I think that Mara character is related to internal locus of control. It is because her action seems to be by her own effort and ability. In organization, Mara could be the person that will achieve goals by her own effort rather than blaming external factors to be the cause of what happen to her. Next, self-esteem. Self-esteem is the extent to which people have pride in themselves and their capabilities. Mara has high self-esteem. She also is a capable and confident person. This can be shown from her work in repairing Lucas's broken plane. She is able to build a new plane for Lucas and confident with her work and idea. The third one I think is Type A vs Type B. Type A individuals have an intense desire to achieve, are extremely competitive, have a sense of urgency, are impatient, and can be hostile while Type B individuals are more relaxed and easygoing. Mara is a Type B while Lucas is a Type A person. Mara is more calm when she found Lucas for the first time and saw him came out from the small pouch. Also, even though the plane was failed to fly at the first time, she relax and try to figure out the solution. Mara also seems to be more easygoing in interact to Lucas. Lucas more aggressive and more sense of urgency as he really have to hurry to go back with his friends.

Ability is the mental or physical capacity to do something. Ability determines the level of performance an employee can achieve. In Cognitive Ability, I found that reasoning ability is the most suitable to this short film. Cognitive Ability is the ability to understand complex ideas, to adapt effectively to the environment, to learn from experience, to engage in various forms of reasoning and to overcome obstacles by careful thought. Reasoning ability can be shown from the character of Mara. She was able to come out with solutions of problems. This happened when Mara was able to find out the solution on how to repair Lucas's broken plane by placing her engineering drawing blueprint on top of the Lucas' plane. She never give up and always find out on how to solve the problems. Next, Emotional Intelligence. The ability to understand and manage one's own feelings and emotions of others. Optimism is one aspect of emotional intelligence. Mara was able to understand Lucas's feelings by watching Lucas that sadly stare to the sky as he was being left from his friends. This can be shown that Mara is able to understand and feels Lucas's emotion and feelings. Mara is an optimistic person as even before Lucas came met her, her plane failed to fly, but she did not mad but try to figure out the solutions. At the second time also when Lucas's plane failed to fly, she still did not stop to help Lucas fly his plane and back to her friends and try his best to repair Lucas's plane.

CHAPTER 3 : JOB SATISFACTION.

What is job satisfaction? Scermerhorn et al. (2001) defined job satisfaction as the extent to which a person feels good or bad about his or her job. It is the emotional response to the tasks and physical and social conditions of the job. Achievement, recognition for achievement, responsibility and growth or progress is the driving factors behind the task. Refer to the video we have been select; the human helped the small human to repair the small human's aircraft to fly with happiness. This is because, the Lucas recognized her at the end of the video. This makes the Mara feel happier since the small human had known her as the partner to repair the aircraft.

There are two closely related attitudes towards job satisfaction, namely organizational commitment and involvement in the workplace. Organizational commitment refers to the degree to which a person identifies with and feels part of the organization while the involvement in the job refers to a person's willingness to work hard and work beyond normal employment requirements. Most research has shown a positive relationship between organizational engagement and job satisfaction. Like how both of them between Mara and the Lucas, tried to fix the aircraft from crashing. In the context of an organizational commitment, the Mara happily volunteers to help Lucas to fix the aircraft. This makes the human feel empathy toward a person who need help not only because of she thinks that she is a part of the Lucas (small creature). This motivational video relates more to work as the human being acts with enthusiasm and makes attempts to help other person.

Job characteristics are the characters or attributes which describe the work. The five main work features highlighted are skill variety, task identity, task significant, autonomy and feedback. Jobs can be structured to integrate the core dimensions of work that enhance motivation and efficiency according to the role characteristics model. Four major principles include:

1. Combine jobs, allow employees to do the whole job (skill variety, task identity)
2. Establish customer relationships that enable service providers to meet recipients (skill variety, autonomy, feedback)
3. Vertically load jobs to make work more responsible and controlled (autonomy)
4. Open feedback channel, which gives workers information on their work results (feedback)

Based on the video of inspiration my community has already selected, a range of skills and an identification of tasks that allow workers to do the job as a whole, they will seek to address everything that they currently consider. Which makes them did the job fully together. Next, for the skill variety and autonomy which is can establish customer relationships that enable service providers to meet that I found in this video is the part where the Mara looked up to the sky to see the aircraft they have been fixed together to see whether the aircraft really worked or not and after she saw that the aircraft can fly successfully, she is very happy.

Next, autonomy which is vertically load jobs to make work more responsible and controlled is where the part where Mara takes all the responsibility when the first time she tries to fix the aircraft that their part of the aircraft broke all around. She tried until she can make it. The last thing is feedback where the Lucas make an action pointing her hand towards front (even though the human can't see) but she make an action to give feedback to the human that she already flies towards the sky to bring up the shining thing at the sky with their friends. Hence, feedback which is to open feedback channel, which gives workers information on their work results is very important to improve or to maintain the service for some service firm. That is why some firm spread the fliers about feedback to their customer to fill in because they need to know if they are lack of something or not. That is why some firm spread the fliers about feedback to their customer to fill in because they need to know if they are lack of something or not.

The next thing that can connect with this motivational video about job satisfaction is rights of privacy. According to Newstrom and Davis (1993) the invasion of the private life of an individual and the unauthorized release of information to the person, which could cause suffering or harm to the person concerned. Employees generally believe that their religious, political and social beliefs are their own personal fields and should not be interfered with and scrutinized. Rights of privacy also means that they include issues relating to the intrusion of an individual's private life and the unauthorized release of information to the person, which could cause suffering or harm to the person concerned. That is why employees' privacy rights are extremely important. The majority of companies that have not provided about privacy rights their workers are not generally a good company.

Based on this statement, at first, Mara attempts to open the blue bag that struck her head from above, but after Lucas crashed into her aircraft, and she came to the Mara with the pencil she took and pointed to Mara but she did not try to open the blue bag again. This part shows us that Mara respect for the rights of privacy of Lucas did not open the blue bag. This motivational video have made me realized that respect the privacy of some people really means because for some people, they did not really like to open their information towards others. Organization in Malaysia should use this motivational video to improve their respect towards worker's privacy.

CHAPTER 5: LEARNING AND CREATIVITY

Learning

Learning is a relatively permanent change in knowledge or behaviour that results from practice or experience. According to Cambridge Dictionary, learning is the process of getting an understanding of something by studying it or by experience. There are three main point in the terms of learning. Firstly, with learning comes change. We all know that the changes of our behaviour follow by the changes of environment. Secondly, change must be relatively permanent. Learning did not occur while there was no permanent change in your knowledge. Thirdly, learning takes place as a result of practice or through experience. For sure, when we repetitively doing the same things which called practice or through past experience, we actually are trying to learn. In this chapter, there are some ways in which organizational members can and do learn such as learning through consequences, learning from others, learning on your own and learning by doing. Among all the ways, our groups think that the video is reflected the learning by doing associated with continuous learning through creativity.

Learning by doing

Learning by doing is usually referred to as experiential learning which means that learning that occurs by the direct involvement of the learner in the subject matter being learned. Based on theory of education, learning by doing which expounded by American philosopher *John Dewey*, it is a hands-on approach to learning, meaning student must interact with their environment in order to adapt and learn. In example, the undergraduate students have to study four years with a lot of assignment, tests, quiz and examination in order to graduate their degree study life. They can definitely read reference books and get information from the internet but they never apply practical in real life based on the knowledge attained in four years of studies. The aim life goals of the undergraduate students are to find a good job and get high pay salary. Therefore, the undergraduate students will become an intern in a company in third and fourth year in order to train them before get a job in future. In this situation, we called it learning by doing. Based on the story, it begins with a young girl, *Mara* test flies her model airplanes again and again in the fields behind her house every day even though she fails every time. She learned and tried to figure out the most suitable model airplanes and then do the model airplanes out.

Continuous Learning through Creativity

Creativity is the generation of novel and useful ideas. Novel means that ideas that represents new ways of thinking meanwhile useful means that have the potential to contribute to the performance and well-being of individuals, groups, and organizations. When people are creative, they will engage in continuous learning just like Mara as the main character in the video to figure out the structure airplanes and then develop the model airplanes, the creative ideas of Mara successfully leads to innovation. Just like in the video, Mara finally produce a best model airplane to send the tiny little boy back to home before late.

The Creative Process



The creative process is a number of learning steps. Each of us will have own perceptions, preferences and come out with own creative ideas while developing something new. Before creating a new thing, recognizing a problem is important in the learning process. In this video, Mara wish to build airplanes one day, therefore she builds the model airplanes again and again to make them fly, but fails every time. When she failed, she looked at the draft of the model planes, every feature of plane was listed out cautiously. Moreover, we can see a lot of drafts made by Mara which were unsuccessfully flying attempt in this video, our group think that it is a recognition of a problem. She keeps identifying the problem and try every draft she made until it become a successful flying attempt.

Next, information gathering. After recognizing a problem, learners need to think about how to gather all the information and also what information needed in learning process. In this globalization era, we can quickly find the data and information that we wanted with a touch of a button. Thus, learners can find the useful information as much as possible. In this video, she made so many airplane drafts which included many different types of model airplanes with various of features, structures and materials. Therefore, she chooses materials like thick paper, woods or rubber to suit different part of airplane. For example, the wind section of the plane must slightly slope and thicker materials required to avoid tearing apart while testing fly the plane.

After that, the third step in creative process is the production of ideas. When the information is enough for learners, they need to have idea to produce a product or service. There will be no limitation for ideas as the learners feel free to produce ideas even though some ideas are farfetched. In the video, Mara is lending her helping hand to the tiny boy by sending him back but unfortunately the tiny boy's flying machine drop out of the sky and the flying ship was damaged. Mara wanted to help fixing the flying ship and suddenly produce a creative idea by using the pens to fix it although it was failed.

After producing idea, the next step will be the selection of ideas. In this step, they will select the ideas that they think it is useful or preferable. The information gathered at second step will be helpful in assisting you to determine the usefulness of ideas you choose. In this video, Mara tried different ways to fix the flying ship or reform the ship by using existing materials when she found out the flying ship was damaged badly. For instances, Mara failed the first time when she used the four pens replace the broken spinner, she then combined the model airplanes and the flying machines to increase the stability.

Lastly, the implementation of creative ideas. At this stage of creative process, the people may have innovation ideas too. The last stage determines whether the implementation of creative ideas success or not. Our group think that the girl, Mara had successful implemented the creative ideas associated with innovation ideas. It can be clearly seen that she combines three things to make successful flying attempt which included the flying ship, airplanes and also one piece of draft airplane in this video. By combining the ideas or information gathered, it increases the success rate of flying which means that Mara had successfully implemented the creative ideas to reform an innovative new ship and also make her dreams come true.

CHAPTER 10 : UNDERSTANDING WORK TEAMS

What is work teams? Work teams is the collaborative effort of a group to achieve a common goal or to complete a task in the most effective and efficient way. This concept is seen within the greater framework of a team, which is a group of interdependent individuals who work together towards a common goal. Basic requirements for effective teamwork are an adequate team size. The context is important, and team sizes can vary depending upon the objective. A team must include at least 2 or more members, and most teams range in size from 2 to 100. Sports teams generally have fixed sizes based upon set rules, and work teams may change in size depending upon the phase and complexity of the objective. Teams need to be able to leverage resources to be productive and clearly defined roles within the team in order for everyone to have a clear purpose. Teamwork is present in any context where a group of people are working together to achieve a common goal. These contexts include an industrial organization (formal work teams), athletics (sports teams), a school (classmates working on a project), and the healthcare system (operating room teams). In each of these settings, the level of teamwork and interdependence can vary from low (e.g. golf, track and field), to intermediate (e.g. baseball, football), to high (e.g. basketball, soccer), depending on the amount of communication, interaction, and collaboration present between team members.

In this short film shows that Mara and Lucas the pilot were work together to build a new airplane for Lucas because his airplane have crashed on Mara picnic table. Lucas need a new airplane because he need to join his team to put a star on air before it's too late. From that, they started to work together to achieve their goal. They share a same goal where Mara and Lucas want to make sure the star is set on air before it's too late.

Differences between work groups and work teams :

WORK GROUPS	WORK TEAMS
A group that interacts primarily to share information and to make decisions to help each group member perform within his or her area of responsibility.	A group whose individual efforts result in performance that is greater than the sum of the individuals input.
Their performance is merely the summation of each group member's individual contribution. There is no synergy.	A work team generates positive synergy through coordinated effort.

There are several types of work team. Firstly is **Functional work team**. In this work team, all the members belong to the same functional area and respond to a single manager, responsible for the management of the whole group. It's very common in companies with rigid hierarchies and you'll recognize them for the examples we are going to give: such as Accounting and HR departments or the Maintenance team and other specialized groups like these. Second, **Inter-working team** In this case, the work team is made up of members from different areas of activity, and its members usually have the same hierarchical level. This type of work team is usually formed to develop work with a multidisciplinary view, in which each area represented by team members complements the knowledge of others, bringing more creative and comprehensive results. Examples of these types of work teams would be committees and councils, where members from different areas work together to solve specific problems, such as a Sustainability Committee, for example; or strategic, as is the case with the Boards of Directors of companies. Third, **Troubleshooting team**. Organizations employ these teams usually to improve processes to find out how to solve the problems that are harming them. When determining the options for solving the causes of problems, they are sent to the departments responsible, as this kind of work team does not implement the solutions it suggests. This type of work team can relate to Mara and Lucas because they are trying to solve the problem that have facing them, that is to build a new airplane for Lucas to set up the star in the sky.

Next is **Self-managed teams**. Groups of employees who work in an extremely integrated and collaborative way because they don't have a formal leader. Members define the division of labor, responsibilities and the distribution of tasks, as well as make decisions and even control and supervise themselves. This type also can relate to Mara and Lucas because both of them work together without a formal leader. They play their on responsibility to solve the problem. Where Mara build the new airplane, and Lucas was try to drive it either it can be used or not. Second last type of work team is **Project team**. These are work groups an organization creates to implement a specific project until completion. Afterward, the group dissolves as it achieved its objectives. Typically, members come from different areas of the company and perform other tasks related to their home department. This can related to Mara and Lucas because both of them were come from different place. Lastly, **Task Force team**. This is one of the most interesting types of work teams. They form only when emergency situations emerge which the organization needs to solve. It's members are usually the best of the company in the area. During the resolution of the emergency, they will dedicate

themselves exclusively to this task. Their goal is to do this in the best way and in the shortest possible time.

IDENTIFY THE CHARACTERISTICS OF EFFECTIVE TEAMS

Team Context: What factors determine whether teams are successful?

- Adequate Resources
- Leadership and Structure
- Climate of Trust
- Performance Evaluations and Rewards

Team Composition: How should teams be staffed?

- Abilities of members
- Personality
- Allocating roles
- Diversity
- Cultural differences
- Size of teams
- Member preferences

Processes:

$(\text{Potential group effectiveness}) + (\text{Process gains}) - (\text{Process losses}) = (\text{Actual group effectiveness})$

CONCLUSION

In conclusion, using this motivational video, we can understand this subject very clearly and easily. The chapter we discuss in this report includes personality and skills, attitudes and job satisfaction, learning and creativity and leadership. Every minute in this motivational video, we can relate to the chapter we have learned is what makes us more clearly about what to do and explain very thoroughly. All these chapters are very important for certain organizations to enhance their management. This is how these chapters generally take care of the needs of workers. Overall, this short film is about Mara comes across a miniature, Lucas the pilot who drops out of the sky and has to try to get him back home before it's too late. The process of getting Lucas back to the fleet is what we have discussed in depth in the chapters we have written. It didn't have to be too difficult to get things right but instead, it just need to have the right mechanism and right guidance to make things go back to normal.

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RUBRIC MINUTE MEETING

You need to fill in this form for each meeting. Please attach all the meeting forms with project report and write full meeting agenda for each meeting.

No.	Group Members	Time Arrival with Signature	Time Finish with Signature	Group Meeting Agenda			Other Remarks e.g potential problems/ difficulties/limitations
				Meeting No: <u>1</u>			
				Date: 05 March 2020 Time: 11:06am to 11:36am	Who took the notes? Name: Yee Lin	Who is leading the discussion? Name: Adibah	
				Agenda Items What are the things discussed at the meeting?	Who is talking/giving ideas?	What action needs to be taken? What do we need to bring?	
1	Ting Yee Lin	11:06am	11:37am	<ul style="list-style-type: none"> - Try to understand the requirement of video assignment. - Try to understand the format of the assignment. 	All members in the group.	<ul style="list-style-type: none"> - Each of us need to upload video as much as possible after meeting. - Notebooks, phones, pens. 	
2	Nur Aizat Nadzirah Binti Azmi	11:06am	11:37am				
3	Nurul Adibah Binti Idris	11:06am	11:37am				
4	Muhammad Shahidan Bin Zulkefli	11:06am	11:37am				
5	-	-	-				

RUBRIC MINUTE MEETING

You need to fill in this form for each meeting. Please attach all the meeting forms with project report and write full meeting agenda for each meeting.

No.	Group Members	Time Arrival with Signature	Time Finish with Signature	Group Meeting Agenda			Other Remarks e.g potential problems/ difficulties/limitations
				Meeting No: <u>2</u>			
				Date: 07 March 2020 Time: 4:09p to 6:11pm	Who took the notes? Name: Shahidan	Who is leading the discussion? Name: Aizat	
				Agenda Items What are the things discussed at the meeting?	Who is talking/giving ideas?	What action needs to be taken? What do we need to bring?	
1	Ting Yee Lin	4:09pm	6:11pm	<ul style="list-style-type: none"> - Uploading Videos in the Whatsapp Group. - Choosing most favourable videos and suitable for our video assignment. 	All members in the group.	<ul style="list-style-type: none"> - Choose one video based on one's preference. - Notebooks, phones, pens 	<ul style="list-style-type: none"> - Hard to select one video among all the videos.
2	Nur Aizat Nadzirah Binti Azmi	4:09pm	6:11pm				
3	Nurul Adibah Binti Idris	4:09pm	6:11pm				
4	Muhammad Shahidan Bin Zulkefli	4:09pm	6:11pm				
5	-	-	-				

RUBRIC MINUTE MEETING

You need to fill in this form for each meeting. Please attach all the meeting forms with project report and write full meeting agenda for each meeting.

No.	Group Members	Time Arrival with Signature	Time Finish with Signature	Group Meeting Agenda			Other Remarks e.g potential problems/ difficulties/limitations
				Date: 17 April 2020 Time: 11:12pm to 12:39pm	Who took the notes? Name: Adibah	Who is leading the discussion? Name: Shahidan	
1	Ting Yee Lin	11:12pm	12:39pm	<ul style="list-style-type: none"> - Discussing which chapters are related with the video we have chosen. 	All of the members.	<ul style="list-style-type: none"> - Select the most suitable chapters. - Notebooks, phones, pens 	<ul style="list-style-type: none"> - Haven't decide which chapters we want yet
2	Nur Aizat Nadzirah Binti Azmi	11:12pm	12:39pm				
3	Nurul Adibah Binti Idris	11:12pm	12:39pm				
4	Muhammad Shahidan Bin Zulkefli	11:12pm	12:39pm				
5	-	-	-				

RUBRIC MINUTE MEETING

You need to fill in this form for each meeting. Please attach all the meeting forms with project report and write full meeting agenda for each meeting.

No.	Group Members	Time Arrival with Signature	Time Finish with Signature	Group Meeting Agenda			Other Remarks e.g potential problems/ difficulties/limitations
				Meeting No: <u>4</u>			
				Date: 18 April 2020 Time: 5:49pm to 7:20pm	Who took the notes? Name: Aizat	Who is leading the discussion? Name: Yee Lin	
				Agenda Items What are the things discussed at the meeting?	Who is talking/giving ideas?	What action needs to be taken? What do we need to bring?	
1	Ting Yee Lin	5:49pm	7:30pm	<ul style="list-style-type: none"> - Discussing again about which chapters is suitable for the video. - Assign the task (chapters) equally. 	All of the members except Shahidan	<ul style="list-style-type: none"> - Select the most suitable chapters. - Notebooks, phones, pens 	<ul style="list-style-type: none"> - Hard to choose suitable chapters. - Not all the members are fully engaged in this session.
2	Nur Aizat Nadzirah Binti Azmi	5:49pm	7:30pm				
3	Nurul Adibah Binti Idris	5:49pm	7:30pm				
4	Muhammad Shahidan Bin Zulkefli	5:49pm	7:30pm				
5	-	-	-				

RUBRIC MINUTE MEETING

You need to fill in this form for each meeting. Please attach all the meeting forms with project report and write full meeting agenda for each meeting.

No.	Group Members	Time Arrival with Signature	Time Finish with Signature	Group Meeting Agenda			Other Remarks e.g potential problems/ difficulties/limitations
				Meeting No: <u>5</u>			
				Date: 28 April 2020	Who took the notes? Name: Yee Lin	Who is leading the discussion? Name: Adibah	
				Time: 12:36pm to 2:07pm			
				Agenda Items What are the things discussed at the meeting?	Who is talking/giving ideas?	What action needs to be taken? What do we need to bring?	
1	Ting Yee Lin	12:36pm	2:07pm	<ul style="list-style-type: none"> - Discuss the duration of the video presentation. - Discuss what we want in the video. 	All members in the group.	<ul style="list-style-type: none"> - Control duration of video (20-30mins) - Not exceed 7 min for each person. 	<ul style="list-style-type: none"> - Hard to control the duration of videos. - Limited knowledge about recording tools.
2	Nur Aizat Nadzirah Binti Azmi	12:36pm	2:07pm				
3	Nurul Adibah Binti Idris	12:36pm	2:07pm				
4	Muhammad Shahidan Bin Zulkefli	12:36pm	2:07pm				
5	-	-	-				

RUBRIC MINUTE MEETING

You need to fill in this form for each meeting. Please attach all the meeting forms with project report and write full meeting agenda for each meeting.

No.	Group Members	Time Arrival with Signature	Time Finish with Signature	Group Meeting Agenda			Other Remarks e.g potential problems/ difficulties/limitations
				Meeting No: <u>6</u>			
				Date: 29 April 2020 Time: 1:06pm to 1:36pm	Who took the notes? Name: Shahidan	Who is leading the discussion? Name: Aizat	
				Agenda Items What are the things discussed at the meeting?	Who is talking/giving ideas?	What action needs to be taken? What do we need to bring?	
1	Ting Yee Lin	1:06pm	1:36pm	<ul style="list-style-type: none"> - Assign the final task include edit video, description of video, conclusion and so on 	All members in the group.	<ul style="list-style-type: none"> - Try to complete the task in time. - Notebooks, phones, pens 	- Due to Covid-19 outbreak, we need to discuss via whatsapp group, but there is some problem that not all the members free all the time when we can't have a face-to-face meeting.
2	Nur Aizat Nadzirah Binti Azmi	1:06pm	1:36pm				
3	Nurul Adibah Binti Idris	1:06pm	1:36pm				
4	Muhammad Shahidan Bin Zulkefli	1:06pm	1:36pm				
5	-	-	-				

RUBRIC MINUTE MEETING

You need to fill in this form for each meeting. Please attach all the meeting forms with project report and write full meeting agenda for each meeting.

No.	Group Members	Time Arrival with Signature	Time Finish with Signature	Group Meeting Agenda			Other Remarks e.g potential problems/ difficulties/limitations
				Date: 29 April 2020 Time: 12:26pm to 1:30pm	Meeting No: <u>7</u> Who took the notes? Name: Adibah	Who is leading the discussion? Name: Shahidan	
1	Ting Yee Lin	12:26pm	1:30pm	<ul style="list-style-type: none"> - Discuss details about the video presentation - Discuss the direction of the video such as landscape or portrait. 	All members in the group.	<ul style="list-style-type: none"> - Need to ensure the video presentation is in landscape size and 	
2	Nur Aizat Nadzirah Binti Azmi	12:26pm	1:30pm				
3	Nurul Adibah Binti Idris	12:26pm	1:30pm				
4	Muhammad Shahidan Bin Zulkefli	12:26pm	1:30pm				
5	-	-	-				

RUBRIC MINUTE MEETING

You need to fill in this form for each meeting. Please attach all the meeting forms with project report and write full meeting agenda for each meeting.

No.	Group Members	Time Arrival with Signature	Time Finish with Signature	Group Meeting Agenda			Other Remarks e.g potential problems/ difficulties/limitations
				Date: 11 May 2020 Time: 12:56pm to 2:55pm	Who took the notes? Name: Aizat	Who is leading the discussion? Name: Yee Lin	
				Agenda Items What are the things discussed at the meeting?		Who is talking/giving ideas?	What action needs to be taken? What do we need to bring?
1	Ting Yee Lin	12:56pm	2:55pm	<ul style="list-style-type: none"> - Discussing on the problem of recording slideshow in powerpoint. - How to be creative on recording video. 	All members in the group.	<ul style="list-style-type: none"> - Find a solution of recording slideshow in powerpoint. 	<ul style="list-style-type: none"> - Some of the members show black screen when recording slideshow in powerpoint.
2	Nur Aizat Nadzirah Binti Azmi	12:56pm	2:55pm				
3	Nurul Adibah Binti Idris	12:56pm	2:55pm				
4	Muhammad Shahidan Bin Zulkefli	12:56pm	2:55pm				
5	-	-	-				

RUBRIC MINUTE MEETING

You need to fill in this form for each meeting. Please attach all the meeting forms with project report and write full meeting agenda for each meeting.

No.	Group Members	Time Arrival with Signature	Time Finish with Signature	Group Meeting Agenda			Other Remarks e.g potential problems/ difficulties/limitations
				Date: 19 May 2020 Time: 3:45pm to 6:45pm	Who took the notes? Name: Yee Lin	Who is leading the discussion? Name: Adibah	
1	Ting Yee Lin	3:45pm	6:45pm	<ul style="list-style-type: none"> - Report our progress in the groups. - Discuss problems we meet when doing the assignment like recording problem and the limitation of pages. 	All members in the group.	<ul style="list-style-type: none"> - Find the solution and ways to tackle the problems. 	<ul style="list-style-type: none"> - Progress of the assignment are not the same due to some unknown personal issues.
2	Nur Aizat Nadzirah Binti Azmi	3:45pm	6:45pm				
3	Nurul Adibah Binti Idris	3:45pm	6:45pm				
4	Muhammad Shahidan Bin Zulkefli	3:45pm	6:45pm				
5	-	-	-				

RUBRIC MINUTE MEETING

You need to fill in this form for each meeting. Please attach all the meeting forms with project report and write full meeting agenda for each meeting.

No.	Group Members	Time Arrival with Signature	Time Finish with Signature	Group Meeting Agenda			Other Remarks e.g potential problems/ difficulties/limitations
				Meeting No: <u>10</u>			
				Date: 30 April 2020	Who took the notes? Name: Yee Lin	Who is leading the discussion? Name: Aizat	
				Time: 10:30am to 7:00pm			
				Agenda Items What are the things discussed at the meeting?	Who is talking/giving ideas?	What action needs to be taken? What do we need to bring?	
1	Ting Yee Lin	10:30am	7:00pm	<ul style="list-style-type: none"> - Upload full video assignment in group - Upload full report assignment in group - Decides who is the representatives on compiling and uploading video. 	All members in the group.	<ul style="list-style-type: none"> - Complete task in time before due date. - Check all the plagiarism. - Arrange the reference. 	<ul style="list-style-type: none"> - One of the members are late to upload self-report and video in group.
2	Nur Aizat Nadzirah Binti Azmi	10:30am	7:00pm				
3	Nurul Adibah Binti Idris	10:30am	7:00pm				
4	Muhammad Shahidan Bin Zulkefli	10:30am	7:00pm				
5	-	-	-				