



**UTM**  
UNIVERSITI TEKNOLOGI MALAYSIA

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International Business School

## **ORGANIZATIONAL BEHAVIOR**

**SBSD1043 (2)**

### **REPORT OF KABOOM? PENGUINS OF MADAGASCAR CHRISTMAS CAPER CLIP VIDEO**

**TEAM 10**

#### **MEMBERS:**

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**LECTURER: DR. UNGKU NORULKAMAR**

## ABSTRACT

This report is accomplished to explain and discuss the video that has been chosen by our team, the *Kaboom? Penguins of Madagascar Christmas Caper Clip*. This is a five minutes and forty-six seconds long video. We find this video related to our course content, which associates with few topics such as, personality and ability, leadership, communication and work teams. Therefore, this report explicates the description of the video and the discussion of the video that describes the organizational behaviour concepts and theories that is revealed in the video. We have used few resources from the Internet as reference to the video we chose. We, as a team, had an opportunity to conduct, research and demonstrate our understanding of the course content, also experienced a "real time" experience of working with others. We hope we achieved the purpose of this project.

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## **1.0 DESCRIPTION OF THE VIDEO**

The Madagascar Penguins in a Christmas Caper Clip is a 2005 American computer-animated short film produced by DreamWorks Animation. The Madagascar spin-off features the adventures of four penguins, also known as the Madagascar Penguins, who live in the Central Park Zoo and are trained as spies.

Even though the story of these penguins is 12-minute long, we have chosen a short clip from the story which lasts for five minutes and forty-six seconds. Yet, this short video has given us a scripture to a great extent.

As these penguins are trained spies, they have to always work together. Through their adventures, there are so many lessons regarding team work, value of communication, importance of leadership and also how the personality and ability of each penguin affects the effectiveness of a team that can be learnt.

Based on the video, on Christmas Eve, the youngest penguin of the team, Private slips out of the zoo for some last-minute shopping. He wanted to get a present for a lonely poor bear named Ted. While he was roaming in the city, Manhattan, he was mistaken as a cute chew toy by a mean old woman named Nana, who gives Private to her vicious dog, Mr. Chew. On a mission to rescue their penguin pal, Skipper, Kowalski and Rico risk their life and flipper as they take on Nana and Mr. Chew with an explosive solution at her apartment before it is too late. They escalate into chaos against Mr. Chew, all-the-while, not noticed by Nana, who is occupied watching a football game. When they are done, they detonate the door with a stick of dynamite (which Rico had repeatedly attempted to use prior), finally attracting Nana's attention and leaving Mr. Chew to take the fall for what the penguins have done to her place.

In the midst of rescuing Private, the other three penguins had to go through a lot of obstacles to get in Nana's apartment. At the lobby entrance, they appeared as a snowman and had to bribe the guard to get in. As they get in, they missed the elevator. While Skipper observing at which level the elevator stops, another one of them suggested to get up there using a vacuum and they all agreed. Once they reached the level of Nana's apartment, they got locked outside. Hence, they decided to break in

through the window to rescue their pal. After that, they had to battle with the puppy. Succeeding it, they dogged to lit up the dynamite to get out through the door.

On that account, we can see that the main key of their success of rescuing their pal is a good team work. Nevertheless, there are also other key components which helped them to be an effective team. We also find that this video as a good example for our work place.

## **2.0 DISCUSSION**

### **2.1 PERSONALITY AND ABILITY**

#### **2.1 1 Personality**

What is personality? Personality is the pattern of relatively enduring ways that a person feels, thinks, and behaves. Individual personality is important to organization this is because the employees' individual personalities refer their mental structures and coordinated processes of the mind, which determine their emotional and behavioural adjustments to the organization.

In the video, it shows that the four penguins that try to save his friend. The character in the video is Skipper, Rico, Private and Kowalski and they try to save Private from danger. Based on that scene we observe that every character has their own personality and ability. In a group or a team, it good to find someone who have different personality but it suits the organization. When you have different individual with different personality for sure they have different perspective and can generate more good ideas.

Every character has their own personality and can categories base on The Big Five Model of Personality. The table below shows The Big Five Model of Personality Profile for two character in Penguin of Madagascar that is Skipper and Private. The first character that we want to discuss about his personality is Skipper. Skipper is the leader of penguins group. He devises tactics and give orders for the team. His personality described to be commando, fearless, intelligent, and quick.



SKIPPER

Extraversion- High	Skipper is extravert person. He so energetic while handling his team. Everything that he done such as giving order and doing his mission he done it with style and eagerly. Also, in the video Skipper is talkative person. The reason is he need to give order to his team and make sure his team stay focus on what they should to do next.
Neuroticism - Low	Skipper is low neuroticism type. In the video when his first plan is failed. He calms in making a decision for a new plan on how to save Private.
Agreeableness - High	Skipper is high agreeableness. The suggestion from his team will be considered as a solution to the problem. When they in danger from the dog that try to eat them. Kowalski suggest a solution and without any hesitation, Skipper agree to execute the plan and the succeed to save themselves and also Private
Conscientiousness - High	Skipper is responsible penguin. He willing to a risk to go to the apartment without knowing danger upon them. This because he knows how important Private to his group and for him Private like one of the family too.
Openness to experience- High	Skipper is imaginative, curious and open minded. The reason is when you want to create or want to execute a plan for a team you need to have a good imaginative skill so you can predict what will happen and can avoid something bad

	happen. In the video show that Kowalski show the plan to Skipper, Skipper already predict what, when, and where the dog will act and he execute the plan successfully. He also easy to adapt to the current situation.
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The second character that we want to discuss about their personality is Private the youngest penguin in the group. Private is emotionally sensitive. He also the younger and less experienced than then other penguins. He is the most down to earth. Private tends to offer a simpler, more common-sense solution in response to skipper and Kowalski complex strategies. Personality; described him being sensitive, emotional, and happy of the group and rookie of the group. Shy and emotional.



PRIVATE

Extraversion-Low (Introversion)	Private is different from other. It is not because he is the youngest but he also the emotional and shy. He is a reserved. He slows to reveal emotion or opinion to people. An introversion people don't seek out special attention or social engagements, those think can leave introverts feeling exhausted and drained.
Neuroticism - High	Private is high neuroticism. In videos shows that when the dog tries to attack him, he become so panic and cannot decide what to do. Lucky his friends come to help him.
Agreeableness - High	Private is high agreeableness. He is friendly with his group and also with the animal at the zoo. A high agreeableness

	person generally has an optimistic view of human nature and easy to get along well with other.
Conscientiousness - Low	Private is careless penguin. The reason he gets caught because of his careless. He doesn't even notice that he been take away from the zoo by the old woman that thought Private was a merchandise toy. He also doesn't react to what happen.
Openness to experience- Low	People with low openness of experience doesn't like to try a new thing. Basically, they are close-minded, literal and enjoy having a routine.

### 2.1.2 The Nature of Ability

What is ability? Ability is possession of the means or skill to do something. Ability also refer as a talent, skill or proficiency in a particular area. In the personality, we already discuss about two character from Penguins of Madagascar that is Skipper and Private. For ability, we will explain about another two character from Penguins of Madagascar that is Rico and Kowalski. Both of them have their roles on the team and also on the video clear show what their role and at the same the times show their ability of each of them. There are few types of ability;

- i. Cognitive ability such as verbal ability and numerical ability.
- ii. Physical ability such as motor skill and physical skill.
- iii. Emotional Intelligence.

The first character that we will explain detail about his ability is Kowalski. Kowalski acts as a group strategist and gadgeteer. Kowalski is a brilliant inventor, but he cannot read. He also tends to over analyse situation and has created many amazing devices which have put the team in danger. The cognitive ability that Kowalski has is reasoning ability. Reasoning ability is ability to come up with solutions for problems and understand the principle by which different problems can be solved. As a person that in charge for group strategy you need to have a reasoning ability so that you can create a way or plan to improve the organization or to solve a problem that the organization



face. In the video shows that Kowalski execute the plan for his team after he observed that they have opportunity to escape from chaos. His plan to make sure the dog is down so they can make out from the apartment.



KOWALSKI

Next, Rico. Rico is team weapon and explosives specialist. Rico has lack of verbal ability because he can't even talk and communicate through grunts and squeals. His physical ability is providing a weapon for his team when it needed. In the scene of the video shows that he become a gun to drive away the dog from his team. His ability also can swallow a weapon and get it out when Skipper ask for it.



RICO

## 2.2 LEADERSHIP

Leadership is both a research area and a practical skill encompassing the ability of an individual or organization to "lead" or guide other individuals, teams, or entire organizations. Specialist literature debates various viewpoints, contrasting Eastern and Western approaches to leadership, and also studies of leadership have produced theories involving traits, situational interactions, functions, behaviour, power, vision, and values, charisma, and intelligence, etcetera.

On the video that we chose there are 4 penguins who have their respective roles. Skipper acts as the team leader. As a leader, skipper has full responsibility for his members.

### 1. Elements of Leadership

- a. **Attended / followership.** The existence of this leadership reflects the presence of followers or followers. Become a leader because some people are willing to follow, namely asking according to the wishes of their leaders. Skipper as leader and other members there are Rico, Kowalski and Private.
- b. **Goals.** Leadership arises because of the participation that cooperates in achieving a set goal together. With the presence of certain goals cooperation arises and leaders also arise to agree. On that video the goal is to free one of their kidnapped members.
- c. **Influencing activity.** This means what leads to its guiding activities. Control and direct the actions of others towards a certain goal. Skipper give instructions to his member

### 2. Leadership Functions

#### a. Instructive Function

Leaders make decisions on people who are led. The leader as a communicator represents the party that determines what (the contents of the order), how (how to make requests), when (when to start, execute, and report results), and where (where to process requests) so that results can be created effectively. In the video, the skipper gives the members

what they need to do, how to solve it and also when it has to be done, for example, when they have to go upstairs using the vacuum.

**b. Consultative Function**

Leaders often ask for the material consideration requested by the people they lead. Consultation can be done through the reverse flow, ie from people led by leaders who approve and order its implementation. This is important because this is ongoing communication and two-way communication, while the implementation is highly dependent on the leader. There is a part where the skipper asks Kowalski what to do when they are trapped in the Christmas tree and Private chased by dogs, this shows communication between the leader and the members, but in the end the implementation is very dependent on the leader (Skipper).

**c. Participatory Function**

This function means the willingness of the leader not to hold hands when the person is leading the decision. Leaders cannot issue decisions and carry out their implementation, but also participate in the implementation process, within the limits of not shifting and asking the officer responsible for implementing them.

**d. Delegative Function**

This function requires the leader to sort out the main tasks of the organization and allow what can be delegated to the people he trusts. Delegation function. The leader must be ready and can trust others by his position/position.

**e. Control Function**

Leaders who are responsible for the work carried out in a directed and effective manner that allows the achievement of maximum shared goals.

**3. Leadership Styles**

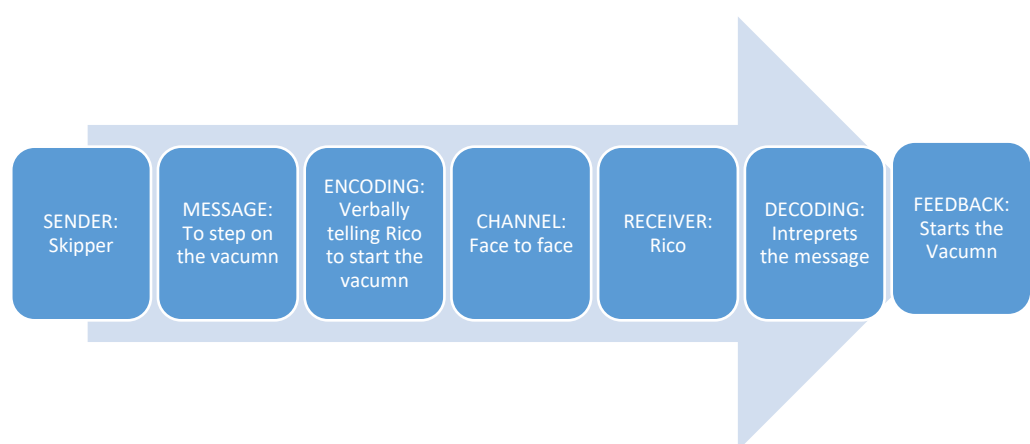
**Transformational leadership** is defined as a leadership approach that causes change in individuals and social systems. In its ideal form, it creates valuable and positive change in the followers with the end goal of developing followers into leaders. Enacted in its authentic form, transformational leadership enhances the motivation, morale and performance of followers through a variety of mechanisms. These include connecting the follower's sense of identity and self to the mission and the

collective identity of the organization; being a role model for followers that inspires them; challenging followers to take greater ownership for their work, and understanding the strengths and weaknesses of followers, so the leader can align followers with tasks that optimize their performance. From the video we know that Skipper shows a more transformational leadership style, we can see by how he leads his members and what goals will be achieved.

## 2.3 COMMUNICATION

- **Process of communication**

The communication is a dynamic process that begins with the conceptualizing of ideas by the sender who then transmits the message through a channel to the receiver, who in turn gives the feedback in the form of some message or signal within the given time frame. The short story in this video shows that they communicate well within their group. Skipper, Kowalski and Rico has a good communication to achieve their mission in that video. Starting with their appearance as a snowman and had to bribe the guard to get in, they communicate to convey information and ways to their friends to reach at the Nana level. As example:



- **Functions of communication**

The functions of communication that can be found in this video are:

- Emotional sharing

The penguins show satisfaction and frustration is communication within the group. Communication, therefore, provides for the emotional sharing of feelings and fulfilment of social needs. For example, when they finally managed to save Private from Nana and celebrated Christmas together with the bear.

- Information exchange

Communication provides the information individuals and groups need to make decisions by transmitting the data needed to identify and evaluate choices. These penguins always communicate with the discussion before making a decision and one of them will direct if an action is taken. They usually give directions or opinion. As example, while Skipper observing at which level the elevator stops, another one of them suggested to get up there using a vacuum and they all agreed.

- **Channel Richness**

Channel richness refers to the amount and immediacy of information that can be transmitted. In this clip, the penguins used face to face communication, which is very high in richness because it allows information to be transmitted with immediate feedback.

- **Oral Communication**

This communication depends on the spoken word. It delivers low distortion messages because body language and voice information also provide meaning for the receiver. They allow immediate feedback of the communication to the sender. This also allows the receiver to get immediate explanations, even if the explanation is a simple but direct. The Verbal Communication is a type of oral communication that is totally used in this video where in the message is transmitted through the spoken words. It can be seen that every penguin act to save his friend, Private very quick as they get quick feedback from their opinions and discussion.

- **Lateral communication**

This takes place among members of the same work group, among members of work groups at the same level. Communication within the penguins are to work together to save Private and resolve the conflict. It can be seen that the communication among them has higher quality of information exchange since it occurs directly within the team in the same situation.

The communication held among the penguins was a two-way process wherein the information, ideas, opinions, thoughts, and feelings are transmitted between the penguins through the use of mutually understood symbols.

This story also shows the penguins had an effective communication, where the intended message is successfully delivered, received and understood. This is because before deciding to act they pass on the other information or suggestions to their success. Their ability to understand they own emotions as well as of the other penguin. They engaged in listening and have ability to speak assertively which make them to have an effective communication in a team.

## **2.4 WORK TEAMS**

Last but not least, the Madagascar Penguins video has a dominant correlation with work teams. As we know, the three penguins had to work together to save their pal. This is because, working in a team can help to achieve feats with collaborative minds.

Besides, this team is apparent to be a problem solving type of team, where it is temporary and they focus on solving a specific issue. Regarding this topic, the discussion is about the principal of the concept, which is the team effectiveness or also the characteristics of an effective team. Therefore, from the video, the aspects we have observed are:

### **1. Context**

- **Leadership and structure**

These penguins have a good leadership and agreeableness among them. They are effective as they establish a shared leadership, where even though Skipper seems likely to be the leader, other two penguins also get to make a decision.

- **Climate of trust**

Trust among the penguins lead to more cooperation, reduced the need to monitor behaviour and the bond between them. They are more likely to take risks which allows them to accept and commit to their goal and decisions.

## **2. Composition**

- **Abilities of members**

These penguins have problem solving and decision making skills. They identify problems, generate and evaluate alternatives and then make competent choices in the chaos of rescuing Private.

- **Personality**

Significant influence on individual behaviour can also be extended to team behaviour. Therefore, these penguins have a higher level of extroversion, agreeableness, consciousness and emotional stability based on the Big Five Personality Model.

- **Size of teams**

This team has an adequate number of penguins who can do the task. An effective team tends to be small.

- **Member preferences**

Penguins who fill role demands and prefer to be a part of the group.

## **3. Process**

- **Common purpose**

The penguins have purpose, to rescue their pal from the old lady which provides direction, commitment and momentum in their work.

- **Specific goals**

Their common purpose to save Private translated into specific, measurable and realistic goal which led to higher performances. They facilitate clear communication and maintain focus.

- **Team efficacy**

All three of them have confidence in themselves and believed that they can succeed.

- **Team identity**

As they recognised members of a group, it unites them around collective goal.

- **Team cohesion**

This team has strength and extent of connection existing among them. Hence, they participate readily to accomplish the set goal.

Therefore, the factors that made this team as a successful one are, they have a sense of urgency and direction, they set clear rules of behaviour and they spend lots of time together.



## REFERENCE

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11. [https://www.google.com/url?sa=i&url=https%3A%2F%2Fmadagascar.fandom.com%2Fwiki%2FSkipper&psig=AOvVaw13l0fjFOPMFeHreJ8lhA1F&ust=1590499858772000&source=images&cd=vfe&ved=2ahUKEwiTp4bqj8\\_pAhVNYisKHdINBmgQr4kDegUIARCSAg](https://www.google.com/url?sa=i&url=https%3A%2F%2Fmadagascar.fandom.com%2Fwiki%2FSkipper&psig=AOvVaw13l0fjFOPMFeHreJ8lhA1F&ust=1590499858772000&source=images&cd=vfe&ved=2ahUKEwiTp4bqj8_pAhVNYisKHdINBmgQr4kDegUIARCSAg)
12. <https://www.123test.com/personality-openness/>

## ATTACHMENTS

### Peer Evaluation

#### PEER EVALUATION FORM

In the following box, please write your name and your team members' name (use the characters B - E to represent the person you are rating).

<b>YOU</b>	ARMAN HAFIZ B ROSROMAIZI
<b>B</b>	THIVYASHNI A/P CHALA TORY
<b>C</b>	NUR NADHIRAH BINTI AFANDI
<b>D</b>	ARIZI

Please rate yourself and your team members on the following items based on the following scale:

1 – Strongly disagree    2 – Disagree    3 – Agree    4 – Strongly agree

		<b>YOU</b>	<b>B</b>	<b>C</b>	<b>D</b>
1.	Always attend team meetings.	4	4	4	4
2.	Did work accurately and completely.	4	4	4	4
3.	Completed work on time or made alternative arrangements; can be relied on to follow through with tasks.	3	3	3	3
4.	Always listen to and respect others.	3	4	4	4
5.	Always share ideas and accepts feedback from others.	4	4	4	4
6.	Contributed positively to team discussions.	4	4	4	4
7.	Helped others with their work when needed.	4	4	4	4
8.	Worked well with other team members, encourages participation and tries to keep others working well together.	4	4	4	4
	Total score	30	31	31	31

## PEER EVALUATION FORM

In the following box, please write your name and your team members' name (use the characters B - E to represent the person you are rating).

<b>YOU</b>	ARIZI
<b>B</b>	ARMAN HAFIZ B RORSROMAIZ
<b>C</b>	NUR NADHIRAH BINTI AFANDI
<b>D</b>	THIVAYSHNI CHALA TORY

Please rate yourself and your team members on the following items based on the following scale:

1 – Strongly disagree    2 – Disagree    3 – Agree    4 – Strongly agree

		<b>YOU</b>	<b>B</b>	<b>C</b>	<b>D</b>
1.	Always attend team meetings.	4	4	4	4
2.	Did work accurately and completely.	3	4	4	4
3.	Completed work on time or made alternative arrangements; can be relied on to follow through with tasks.	4	4	4	4
4.	Always listen to and respect others.	4	4	4	4
5.	Always share ideas and accepts feedback from others.	4	4	4	4
6.	Contributed positively to team discussions.	4	4	4	4
7.	Helped others with their work when needed.	4	4	4	4
8.	Worked well with other team members, encourages participation and tries to keep others working well together.	3	4	4	4
	Total score	30	32	32	32

## PEER EVALUATION FORM

In the following box, please write your name and your team members' name (use the characters B - E to represent the person you are rating).

<b>YOU</b>	NUR NADHIRAH BINTI AFANDI
<b>B</b>	ARMAN HAFIZ BIN ROSROMAIZI
<b>C</b>	THIVYASHNI A/P CHALA TORY
<b>D</b>	ARIZI

Please rate yourself and your team members on the following items based on the following scale:

1 – Strongly disagree    2 – Disagree    3 – Agree    4 – Strongly agree

		<b>YOU</b>	<b>B</b>	<b>C</b>	<b>D</b>
1.	Always attend team meetings.	4	4	4	4
2.	Did work accurately and completely.	3	3	3	3
3.	Completed work on time or made alternative arrangements; can be relied on to follow through with tasks.	3	3	3	3
4.	Always listen to and respect others.	4	4	4	4
5.	Always share ideas and accepts feedback from others.	4	4	4	4
6.	Contributed positively to team discussions.	4	4	4	4
7.	Helped others with their work when needed.	4	4	4	4
8.	Worked well with other team members, encourages participation and tries to keep others working well together.	4	4	4	4
	Total score	30	30	30	30

## PEER EVALUATION FORM

In the following box, please write your name and your team members' name (use the characters B - E to represent the person you are rating).

<b>YOU</b>	THIVYASHNI A/P CHALA TORY
<b>B</b>	ARMAN HAFIZ BIN ROSROMAIZI
<b>C</b>	ARIZI
<b>D</b>	NUR NADHIRAH BINTI AFANDI

Please rate yourself and your team members on the following items based on the following scale:

1 – Strongly disagree    2 – Disagree    3 – Agree    4 – Strongly agree

		<b>YOU</b>	<b>B</b>	<b>C</b>	<b>D</b>
1.	Always attend team meetings.	4	4	4	4
2.	Did work accurately and completely.	3	3	3	3
3.	Completed work on time or made alternative arrangements; can be relied on to follow through with tasks.	3	3	3	3
4.	Always listen to and respect others.	4	4	4	4
5.	Always share ideas and accepts feedback from others.	4	4	4	4
6.	Contributed positively to team discussions.	4	4	4	4
7.	Helped others with their work when needed.	4	4	4	4
8.	Worked well with other team members, encourages participation and tries to keep others working well together.	4	4	4	4
	Total score	30	30	30	30

## Minutes Meeting

### TEAMWORK SKILLS

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: 04/03/2020 Time: 9-10	Who took the notes? Name: Nur Nadhirah	Who is leading the discussion? Name: Arman		
				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	ARMAN HAFIZ	9	10	1. Select leader of the group 2. Explore videos of organizational behaviour 3. Discussed on the topic of our video	1. Thivyashni, Nadhirah & Arizi 2. Arman, Nadhirah, Thivya & Arizi 3. Arman, Nadhirah, Thivya & Arizi	1. Find videos on Youtube	1. Making decision on choosing the leader of te group 2. Choosing topic for the video presentation	
2	NUR NADHIRAH	9	10					
3	THIVYASHNI	9	10					
4	ARIZI	9	10					

## TEAMWORK SKILLS

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: 10/03/2020  Time: 8.00 – 9.00	Who took the notes? Name: THIVYA	Who is leading the discussion? Name: ARMAN	
				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. Video selection
1	ARMAN	8.00	9.00	1. Select video on youtube 2. Specifies the topics to be included in the report	1. Arman, Thivya, Nadhirah & Arizi  2. Arman, Thivya, Nadhirah & Arizi	1. Explore selected video	
2	THIVYASHNI	8.00	9.00				
3	NADHIRAH	8.00	9.00				
4	ARIZI	8.00	9.00				
5							

## TEAMWORK SKILLS

No.	Group Members	Time Arrival with Signature	Time Finish with Signature	Group Meeting Agenda			Other Remarks e.g potential problems/ difficulties/limitations
				Meeting No: __3__			
				Date: 28/04/2020	Who took the notes?	Who is leading the discussion?	
				Time: 9.00-9.45	Name: Nadhirah	Name: Thivya	
				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	ARMAN	9.00	9.45	1. discuss about the report 2. assigns individual topics to include in report.	1. Arman, Thivya, Nadhirah and Arizi  2. Arman, Nadhirah, Thivya and Arizi	1. Preparing the report  2. Set up slide of a given topic	
2	THIVYASHNI	9.00	9.45				
3	NADHIRAH	9.00	9.45				
4	ARIZI	9.00	9.45				
5							



## TEAMWORK SKILLS

No.	Group Members	Time Arrival with Signature	Time Finish with Signature	Group Meeting Agenda			Other Remarks e.g potential problems/ difficulties/limitations
				Meeting No: __ 4 __			
				Date: 03/05/2020  Time: 11.00-12.00	Who took the notes? Name: THIVYA	Who is leading the discussion? Name: NADHIRAH	
				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	ARMAN	11.00	12.00	1. Discussion about the video 2. Preparing slide for video presentation	1. Arman, Thivya, Nadhirah and Arizi 2. Arman, Thivya, Nadhirah and Arizi	1. Set a date for recording a video	
2	THIVYA	11.00	12.00				
3	NADHIRAH	11.00	12.00				
4	ARIZI	11.00	12.00				
5							

## TEAMWORK SKILLS

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: __ 5 __			
				Date: 03/05/2020  Time: 11.00-12.00	Who took the notes? Name: ARIZI	Who is leading the discussion? Name: ARMAN	
				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	ARMAN	9.00	10.00	1. Compile report that have been prepared  2. Set up slides and video presentations	1. Arman, Thivya, Nadhirah and Arizi  2. Arman, Thivya, Nadhirah and Arizi	1. need to submit all the tasks	
2	THIVYA	9.00	10.00				
3	NADHIRAH	9.00	10.00				
4	ARIZI	9.00	10.00				
5							