

## **INSTRUCTION OF GROUP PROJECT**

### **A. Essay Report Paper**

- i. This is a group assignment with maximum **5-6 members** per group.
- ii. Each group needs to choose ONE entrepreneur. Then, interview the entrepreneur. Interview can be conducted through email, online meeting (webex/google meet/zoom and etc), or phone.
- iii. The interview should include:
  - The description of his/her business
  - His/her target groups
  - His/her business history
  - His/her business strategies
  - His/her challenges in business
  - His/her strength/weaknesses
- iv. Write a report on the findings from your interview (7-10 pages excluding the appendices).

### **Meeting Minute**

- Please create a Whatsapp group by including all your project members
- Have at least 5 discussion sessions using the Whatsapp group (Screenshot each discussions and attached in the report as Appendix – make sure all members name appear in the screenshot)
- Based on your discussion, please prepare meeting minute for each discussion
- Please attached all five meeting minutes in report as Appendix

### **Group Members Assessment**

- Please assess each of your team members using the assessment form
- Please attached all assessment form in report as Appendix

### **Report Format:**

- i. 12 point normal font (i.e. Times New Roman);
- ii. 1.5 spacing;
- iii. Front cover must have name, I/C Number/Matric, Faculty, Program.
- iv. Please attach the peer evaluation form as appendix during submission
- v. Submit the softcopy of your report to E-learning system (PDF format).

### **B. Group Project Presentation**

- i. The presentation should be done by **all** members of the group.
- ii. The presentation should include:
  - The overview of your project
  - How you conduct/organize the project

- The difficulties/challenges/problems while conducting the project
- The solutions for each difficulty/ challenge/problem
- Lesson learn from this project

**Presentation Guide**

- Because of movement control order, we will be replacing presentation with pre-recorded slideshow video or video.
- Slideshow video:
  - ✓ In power point format
  - ✓ 15 to 20 slides
  - ✓ Each member must involve in narration (please mention your name at the beginning of narration for your section)
- Video:
  - ✓ Maximum video length is 10-15 minutes
  - ✓ Each member must involve in the video (Video can be filmed separately by each member and combine with video editing software)

**Submission Deadline:**

- Please submit the soft copy of report (PDF Format) in E-learning by 7<sup>th</sup> January 2021, 11.59pm.
- Please submit the presentation video in E-learning by 14<sup>th</sup> January 2021, 11.59pm.