

LEADERSHIP AND TEAMWORK SKILLS

Group Meeting Template

Please attach this form 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: Time:		Who took the notes? Name: Nayli Nabihah	Who is leading the discussion? Name: All group members	
				No.	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	- Adrina Asyiqin Binti Md Adha - Hong Pei Geok - Kong Jia Rou - Lee Cai Xuan - Madiah Binti Che Zabri - Nayli Nabihah Binti Jasni	1.00 pm	5.00 pm	1	DEC 17 Analyse topic, arrange interview	Adrina Asyiqin, Kong Jia Rou	All members were gathered online to discuss a strategic plan to complete the assignment. In this meeting, the topic is analyzed. Then, we discussed which entrepreneur to interview. We also discussed how to conduct the interview effectively. After that,	Finding an entrepreneur

							we sent our interview to several entrepreneurs. An entrepreneur who was interviewed by Hong Pei Geok replied our interview through Facebook.	
2	• Adrina Asyiqin Binti Md Adha • Hong Pei Geok • Kong Jia Rou • Lee Cai Xuan • Madihah Binti Che Zabri • Nayli Nabihah Binti Jasni	8.00 am	12.00 pm	2	DEC 25 Task distribution	Hong Pei Geok	After the interview is done, we started to distribute the task. For the report writing, Hong Pei Geok was in charged to write the introduction part and interview part; Kong Jia Rou was responsible to reporting the meeting minutes and appendix; Nayli Nabihah helped to write the difficulties we faced while conducting this project and the solutions we taken; Lee Cai Xuan was in charged to evaluate the conclusion and the lessons we learned in conducting the project; Madihah was responsible to create the presentation slide;	

							Adrina helped in video editing.	
3	• Adrina Asyiqin Binti Md Adha • Hong Pei Geok • Kong Jia Rou • Lee Cai Xuan • Madihah Binti Che Zabri • Nayli Nabihah Binti Jasni	1.00 pm	6.00 pm	3	DEC 28 Draft project	Hong Pei Geok, Madihah	We discussed how to write the report and create the presentation slide. We also made a simple draft of the report and the presentation slide.	
4	• Adrina Asyiqin Binti Md Adha • Hong Pei Geok • Kong Jia Rou • Lee Cai Xuan • Madihah Binti Che Zabri • Nayli Nabihah Binti Jasni	8.00 am	6.00 pm	4	DEC 29 Report writing	Everyone	We started writing our report by evaluated the draft into the form of formal report by using Microsoft team which can allow online collaboration	
5	• Adrina Asyiqin Binti Md Adha • Hong Pei Geok • Kong Jia Rou • Lee Cai Xuan • Madihah Binti Che Zabri			5	JAN 13 Editing and proofreading report and slides, video editing	Lee Cai Xuan, Nayli Nabihah	All group members were given a softcopy of the report and slides to recheck, approve the content and make upgrade to the structure. The report and slides was read again to check	

	Nayli Nabihah Binti Jasni						the spelling and language structure. After that, we filmed every part that we are assigned to present. Adrina then edited and combine the video together.	
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