



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

Malaysia-Japan
International
Institute of Technology
(MJIIT)

MEETING LOGS

SEMESTER 2 2020/2021

GROUP MEMBERS:

NAME	Matric No.
NAFI AHMED	A19MJ3073
DACHIYANI A/P MOGAN	A20EC5020
MD MEHEDI HASAN	A20MJ4005

DEGREE: BACHELOR OF COMPUTER SCIENCE (SOFTWARE ENGINEERING)

COURSE: GRADUATE SUCCESS ATTRIBUTES

LECTURER: DR. RASHEED MOHAMED KUTTY

MINUTE MEETING

GRADUATE SUCCESS ATTRIBUTES		
Date First meeting : 23/12/2020 Second meeting : 10/01/2020	Meeting Time 8:00pm - 12:00am	Meeting Location GOOGLE MEET
Meeting called by	Nafi Ahmed	
Type of meeting	Group Discussion	
Attendees	1) NAFI AHMED (A19MJ3073) 2) DACHIYANI MOGAN (A20EC5020) 3) MD MEHENDI HASSAN (A20MJ4005)	
First meeting topic : McDonalds Slides		
Time	4 hours	
Discussion	First of all, we discussed and researched about McDonald's history and journey on how two brothers started the small hotdog stand that grew into the most successful company today. Next we conversed about the statistics of McDonalds like the revenue throughout the years, worldwide locations, and their foremost competitors. We also talked concerning McDonalds innovation like Drive Thru services and the popularity of this brand among society. Furthermore topics like morals, cleanliness, quality and satisfaction of consumes were discussed. Then, we discussed what we should include on our slides and the sequencing of the parts within our slides and then we divided the tasks.	
Conclusion	We concluded with summarized notes on the topic and distributed every one of their parts to do further research.	

Action Item 1	Sequencing of the parts involved, which got decided during the meeting: History->Journey->Number of McDonald's today->McDonald's Locations Worldwide->McDonald's Value->Why McDonald's became successful? ->competitors->Brand Equity->Target Market->What Risks McDonald's will face->How McDonald's can overcome the risks faced->McDonald's core brand values->McDonald's Strategy->McDonald's advertisements->Some of McDonald's innovations->Summary
Action Item 2	Introduction and history was done by MD MEHENDI HASSAN
Action Item 3	Part of the assignment was done by DACHIYANI MOGAN
Action Item 4	The final part and the conclusion by NAFI AHMED
Second Meeting Topic : Leadership Among Students	
Time	30 minutes
Discussion	We started this topic by discussing generally about leadership itself and descended into leadership among students. We talked about the prominent members of the society who practice leadership skills and the importance of students inheriting these skills which will assist them in their future endeavors. We also conversed on how to acquire leadership skills and the benefits of practicing these skills in a student's everyday life.
Conclusion	We concluded that leadership is important regardless of age and profession. We proceeded to distribute the parts to be done by each group members. We also scoured the internet to provide valid research for our assignment.
Action Item 1	Introduction and the first part was done by NAFI AHMED
Action Item 2	The second and third part was done by DACHIYANI MOGAN
Action Item 3	The conclusion was done by MD MEHENDI HASSAN

