Program Director :	Khairi Isyraf Bin Khairroul Norsaidi
No. Phone :	011-28401050
Program Advisor :	Ts. Salman Firdaus Bin Sidek
No. Phone :	012-4306321

UNIVERSITI PENDIDIKAN SULTAN IDRIS

اونيۏرسيتي ڤنديديقن سلطان ادريس

SULTAN IDRIS EDUCATION UNIVERSITY

REPORT

SULAM GO GLOBAL: "Computer Maintenance at School Project 2024" (CoMaSPro'24)

Date:

28 – 31 January 2024

Venue:

Princess of Naradhiwas University

Organize by:

Faculty Computing and Meta-Technology (FKMT)

Cooperation with:

University-Community Transformation Centre (UCTC)

International Mobility Centre (IMC)

1.0 INTRODUCTION

The DTN3013 course group has received a CoMaSPro'24 assignment involves knowledge transfer, for the topic of Computer Maintenance and Number System. This assignment is given to students as part of the service-learning approach under SULAM, which is an initiative of the Ministry of Higher Education, Malaysia to bring students closer to the community. SULAM is a platform that allows students to share and spread knowledge with the public. This assignment involves 2 groups of students (15 students per group) as facilitator who will handle 30 participants from the target group. Participants are also able to apply Computer Maintenance skills and the Number System that has been learned in lectures to a real environment.

2.0 OBJECTIVE

The objectives of this program are to:

2.1 Meet CLO1 which is describe the architecture of computer system and operations of computer system correctly.

2.2 Meet CLO3 which is manage computer and other devices through assemble, configuration and maintenance correctly.

2.3 Promote programs offered at UPSI to schools indirectly.

2.4 Implementation to the participants about computer installation skills and number system knowledge.

3.0 TARGET

CoMaSPro'24, the total estimated involvement is 62 people. Here's the breakdown:

I. **Program Participants;** 30 students from Princess of Naradhiwas University

II. **Program Facilitator:** 30 facilitator consists of students taking DTN3013 course.

III. **Advisor:** 1 lecturer and 1 technician staff involving from Faculty of Computing and Meta-Technology

4.0 LIST OF REPORT

I. The meeting minutes report is as in APPENDIX 1

II. Postmortem program in APPENDIX 2

III. List of committee members in APPENDIX 3

IV. Financial report in APPENDIX 4

V. Photos during the meeting and program are in APPENDIX 5

5.0 ACCEPTANCE

It's truly gratifying to learn that the Computer Installation and Number System Teaching Program CoMaSPro'2024 has elicited such a positive and cooperative response from both the participants at Princess Naradhiwas University and the facilitators from the DTN3013 course. The collective effort and collaboration from all involved parties, including the technical and preparation committee, have undoubtedly played a pivotal role in the success of this program.

The proactive provision of facilities and adequate equipment by the technical and preparation committee underscores their dedication to ensuring the program's effectiveness. This, coupled with the exemplary cooperation demonstrated by all facilitators and participants, has undoubtedly contributed to realizing the program's intended objectives.

In summary, the remarkable synergy and commitment displayed by everyone involved have resulted in a highly successful program, likely fostering a deeper understanding of computer installation and binary numbers among the participants.

6.0 SMOOTH TEAMWORK

The success of the Computer Installation and Number System Teaching Program CoMaSPro'2024 is a testament to the exemplary cooperation among all facilitators and participants involved. Their dedication and collaborative efforts have been pivotal in achieving the program's objectives.

Each facilitator's helpful attitude and cooperation in tasks such as preparing papers, promotional posters, facilities, and certificates have contributed significantly to the program's smooth execution. Their proactive approach to problem-solving ensures that any challenges encountered are promptly addressed, maintaining the program's momentum and effectiveness.

Moreover, the positive and supportive atmosphere fostered by the participants further enriches the learning environment of CoMaSPro'2024. Their willingness to work together and assist one another underscores the importance of teamwork in achieving shared goals.

Overall, the successful implementation of cooperation among all stakeholders has been instrumental in the success of CoMaSPro'2024. Through their collective efforts and commitment, they have not only met but exceeded the program's set objectives.

7.0 CONCLUSION

Overall, the success of the CoMaSPro'2024 Computer Installation and Number System Teaching Program is a testament to the effective collaboration and dedication of all involved parties. The achievement of the program's set objectives was made possible through the exemplary cooperation demonstrated by various stakeholders, particularly the facilitators and participants from Puteri Nardhiwas University.

Special recognition is also extended to the DTN30123 subject lecturer for their invaluable guidance and support provided to all facilitators, which undoubtedly contributed to the program's success.

A sincere wreath of appreciation is extended to all individuals directly or indirectly involved in the program for their unwavering commitment and cooperation. It is through their collective efforts that the program was executed successfully and met its expected goals.

Moving forward, let us continue to foster this spirit of collaboration and dedication in all our endeavors. Together, we can build upon this success and strive for even greater achievements. Thank you to everyone involved for their contributions to the success of CoMaSPro'2024.

Prepared by,

_____

Secretary
Name: Miza Nafisah Binti Imran
Position: Secretary
Date: 6 February 2024

Prepared by,

_____

Vice Secretary
Name: Siti Nurnajihah binti Ismail
Position: Vice Secretary
Date: 6 February 2024

Reviewed by,

_____

Name: Khairi Isyraf Bin Khairroul Norsaidi
Position: Program Director

Reviewed & Approved by:

_____

Name: Ts. Salman Firdaus Bin Sidek
Position: Program Advisor

8.0 APPENDIX 1

FIRST MINUTES OF MEETING

PROGRAM SULAM GO GLOBAL: "Computer Maintenance at School Project 2024"

(CoMaSPro'24)

Date: 4 December 2023

Time: 2.30 p.m. – 5.00 p.m.

Venue: IT Lab 8

Attendance: 30/30 Committee members

1.0 DIRECTOR'S MESSAGE

Khairi Isyraf Bin Khairroul Norsaidi as a Program Director of SULAM GO GLOBAL: CoMaSPro'24, thanked all the committee members of CoMaSPro'24 for attending the first meeting of program SULAM GO GLOBAL: CoMaSPro'24.

2.0 BODY

2.1 The program director assigns tasks to all committee members.

2.2 All questions will be discussed with all members.

3.0 DUTIES LIST OF EACH COMMITTEE MEMBER CoMaSPro'24

Committee	Name	Responsibility
Director	• Khairi Isyraf Bin Khairroul Norsaidi	• Monitor performance and determine the need for improvements. • Conducting meetings between high council
Deputy Director	• Nurul Nadiatul Arfah binti Mohd Zamros	• Assist Program Director • Answer telephones and take messages
Secretary	• Miza Nafisah binti Imran	• Organising documents and files • Arrange committee meetings. • Handle incoming and outgoing mail
V. Secretary	• Siti Nurnajihah binti Ismail	• Assist secretary program

Committee	Name	Responsibility
Treasurer	• Mohd Norshahid bin Saharudin	• Maintains permanent records to track unit funds and financial transactions. • Monitoring and managing the organization's cash flow, including cash-inflows and outflows.
V. Treasurer	• Shafiena binti Usri	• Assist Program Treasurer • Managing and presenting budgets
Registration and Transportation Committee	• Umar Adha bin Ariffin • Afiq bin Alias	• Ensuring the number of students, going back and forth is sufficient. • Contact the bus driver before, during and after the program
Protocol Committee	• Nurul Ain Binti Wahidan • Nur Batrisyia Amani Binti Mohd Yazid • Nur Farhah Binti Mansor	• List invited guests or VIPs who will be present. • Prepare a script for the director's welcome speech. • Manage the closing ceremony of the program. • Manage the award ceremony
Activity Committee	• Siti Nur Shazariza Anessa Binti Asarudin • Irene Ling Zi Xin • Zarith Sufizah Binti Abu Bakar	• Ensure all activities are carried out according to the time. • Organize the program schedule. • Ensure all activities run smoothly
Certificate Committee	• Nur Haziqah binti Mohd Zaidi • Nurul Adilah binti Ahmad Fauzi	• Provide gifts on behalf of the University. • Provide certificates for all participants. • Manage the award ceremony
Food Committee	• Angelica Encye Pungging • Goh Quo Teng • Larsen Simon	• Ensuring sufficient food and drinks according to the number of participants • Look for a suitable place to eat out
Accommodation committee	• Farysha Adella Binti Abdullah • Siti Aisyah Binti Rusli • Nurul Fatehah Binti Nasarudin	• Providing accommodation suitable for the number of participants • Contact the hotel

Committee	Name	Responsibility
Media Committee	• Arif Khumaini bin Muhammad Fairuz • Nurul Husna binti Hanipi • Muhammad Ismail Azim bin Rozmi	• Record photos and videos throughout the program. • Prepare an activity report (with pictures) after the program ends (for UPSI magazine)
Technical committee	• Aiyani Zahirah Binti Zailudin • Nur Izatul Wadiah Binti Tamin • Jacqueson Pasang Anak James	• Provide all the equipment that needs to be used throughout the program. • Make a list of equipments to ensure the tools are enough
Safety Committee	• Nurain Binti Mohamad Faizal • Muhammad Afiq Zakhwan bin Azzuran	• Protect the welfare of each participant. • Maintain cleanliness throughout the program. • Providing supplies of medicines and first aid kits

4.0   OTHER ISSUES

4.1   FULL REPORT

- At the end of the program, every committee must send report to the secretary.
- Summarise program.

5.0   CLOSING

The meeting ends at 5.00 p.m.

Prepared by,

_____

(MIZA NAFISAH BINTI IMRAN)

SECOND MINUTES OF MEETING

PROGRAM SULAM GO GLOBAL: "Computer Maintenance at School Project 2024"

(CoMaSPro'24)

Date: 15 January 2023

Time: 2.30 p.m. – 5.00 p.m.

Venue: IT Lab 8

Attendance: 30/30 Committee members

1.0   DIRECTOR'S MESSAGE

Khairi Isyraf Bin Khairroul Norsaidi as a Program Director of SULAM GO GLOBAL: CoMaSPro'24, thanked all the committee members of CoMaSPro'24 for attending the second meeting of program SULAM GO GLOBAL: CoMaSPro'24.

2.0   BODY

2.1   Program Director check every committee progress.

2.2   Discuss all possible risk so that we all prepared.

2.3   **Safety Committee** needs to send a letter to Pusat Kesihatan UPSI to use their first aid kit

2.4   **Accommodation Committee** needs to contact the hotel regarding cost, facility, procedure, and services that will be provided.

2.5   Food Committee

- Setting up a Google form on WhatsApp and ensure all participants choose their preferred diet (vegetarian / non vegetarian) and list their respective allergies.

- Food committee need to refer to the caterer at the targeted university in Thailand which is Princess of Naradhiwas University (PNU) concerning food matters.

3.0   CLOSING

The meeting ends at 5.00 p.m.

Prepared by,

_____

(MIZA NAFISAH BINTI IMRAN)

THIRD MINUTES OF MEETING

PROGRAM SULAM GO GLOBAL: "Computer Maintenance at School Project 2024"

(CoMaSPro'24)

Date: 21 January 2023

Time: 2.30 p.m. – 5.00 p.m.

Venue: IT Lab 8

Attendance: 30/30 Committee members

1.0 DIRECTOR'S MESSAGE

Nurul Nadiatul Arfah binti Mohd Zamros as a Deputy Director of SULAM GO GLOBAL: CoMaSPro'24, thanked all the committee members of CoMaSPro'24 for attending the third meeting of program SULAM GO GLOBAL: CoMaSPro'24.

2.0 BODY

2.1 **Food committee** needs to have a deal with the caterer to determine the price of the foods and the appropriate time for the participants to eat.

2.2 **Technical Committee** members need to ensure that the items they want to bring have been finalized to be bought and borrowed.

2.3 **Certificate Committee** members need to prepare 60 certificates, goodies as appreciation, plaques as appreciation and gifts for SULAM program participants.

2.4 **Transportation Committee** need to contact the bus that will be used on the day of the program and need to update the treasurer and secretary for insurance matters.

2.5 **Media Committee** needs to ensure that the camera and tripod are in good condition and perfect.

3.0 CLOSING

The meeting ends at 5.00 p.m.

Prepared by,

_____

(MIZA NAFISAH BINTI IMRAN)

FOURTH MINUTES OF MEETING
PROGRAM SULAM GO GLOBAL: "Computer Maintenance at School Project 2024"
(CoMaSPro'24)

Date: 25 January 2023

Time: 2.30 p.m. – 5.00 p.m.

Venue: Kolej Harun Aminurrashid Hall

Attendance: 27/30 Committee members

1.0 DIRECTOR'S MESSAGE

Khairi Isyraf Bin Khairroul Norsaidi as a Program Director of SULAM GO GLOBAL: CoMaSPro'24, thanked all the committee members of CoMaSPro'24 for attending the fourth meeting of program SULAM GO GLOBAL: CoMaSPro'24.

2.0 BODY

2.1 Activity Committee members need to ensure that all activity equipment is enough and organized.

2.2 Protocol Committee members need to ensure that all speech scripts have been checked with the lecturer and printed.

2.3 Food Committee

- Food committee decides based on the majority choice which is to transfer the budgeted meal allowance to each participant as well as giving participants the freedom to purchase foods for each meal within four days.

- Food committee conducts a collection of RM 20/person to be used as a budget for the purchase of bread and mineral water.

3.0 CLOSING

The meeting ends at 5.00 p.m.

Prepared by,

(MIZA NAFISAH BINTI IMRAN)

9.0   APPENDIX 2

Postmortem program SULAM GO GLOBAL : "Computer Maintenance at School Project 2024" (CoMaSPro'24)

REGISTRATION AND TRANSPORTATION COMMITTEE

Program Name   : SULAM GO GLOBAL: "Computer Maintenance at School Project 2024" (CoMaSPro'24)

Program Date   : 28 January 2024 - 31 January 2024

Program Director   : KHAIRI ISYRAF BIN KHAIRROUL NORSAIDI (D20231106368)

Transportation Committee: 1) UMAR ADHA BIN ARIFFIN (D20231106417)

                                          2) AFIQ BIN ALIAS (D20231106436)

On 28th January 2024, the UPSI Bus brought 35 facilitators to the RTD Rantau Panjang Border. Then, while in Thailand, 35 facilitators boarded the Qubra Travel Agency bus to go to the program destination.

On 31th January 2024, the facilitators' return journey starts at 10:00 am (TH Time) by boarding the Qubra Travel Agency bus to RTD Rantau Panjang Border. Then, the return journey continues by boarding the UPSI Bus at 05:00 pm (MY Time).

WORK MOTION	BEFORE	CURRENT	AFTER
TASK	- Explanation of tasks that have been given by superiors. - Request the use of the bus from the university through the program advisor - Book a Qubra Travel Agency bus for	- Checking and identifying the number of students on the bus. - Ensures that no one is left behind when traveling to and	- Ensuring the bus is as clean as before. - Ensure students do not leave items on the bus.

	movement in Thailand. - Make a checklist of names of facilitators who follow the program.	from.	- Preparing report

PROBLEMS ENCOUNTERED:

- Delays and negligence when sending the university bus reservation application form caused a delay in getting bus reservation approval.

IMPROVEMENT:

- Make bus reservations earlier and more carefully to avoid bus absence.

ATTACHMENT

Diagram 1 : Picture of UPSI bus at the RTD Rantau Panjang border

Diagram 2 : Picture of Qubra Travel bus at the RTD Rantau Panjang border

Diagram 3 : The process of transferring items during a bus change

Diagram 4 : The tour guide enlightens everyone

Diagram 5 : Picture with Qubra bus driver and everyone

Prepared by,

(AFIQ BIN ALIAS)

PROTOCOL COMMITTEE

Program Name   : SULAM GO GLOBAL: "Computer Maintenance at School Project 2024" (CoMaSPro'24)

Program Date   : 30 JANUARY 2024

Program Director: KHAIRI ISYRAF BIN KHAIRROUL NORSAIDI (D20231106368)

Protocol Committee Members : 1) NUR BATRISYIA AMANI BINTI MOHD YAZID (D20231106430)

                                         2) NURUL AIN BINTI WAHIDAN (D20231106418)

                                         3) NUR FARHAH BINTI MANSOR (D20211099324)

BEFORE

- Discussion of tasks to be carried out.
- Making discussion for launched the opening ceremony.
- Preparing bunting design for the opening ceremony.
- Asking for opinion from program's advisors for improving bunting design that has been prepared by the protocol committee.
- Prepared the speech text for program advisors and program director.
- Prepared the host's text for the closing ceremony.

CURRENT

- The opening ceremony went well.
- Be the emcee for the closing ceremony.
- On duty for the prize presentation and closing ceremony
- Gives the presents to the participants.
- Became the floor manager of the programme on that day.
- Get VIP information from the Princess of Naradhiwas University who participated in the program through Dr. Hassan Dao

AFTER

- Packing used equipment
- Prepared a report.

PROBLEMS ENCOUNTERED

- The running order of the closing ceremony is not the same as planned.
- A little mistake during the closing ceremony

IMPROVEMENTS

- Get confirmation from the various parties before launch the closing ceremony.

ATTACHMENT

Prepared by,

(signature)

_____

(NUR BATRISYIA AMANI BINTI MOHD YAZID

ACTIVITY COMMITTEE

Program Name   : SULAM GO GLOBAL: "Computer Maintenance at School Project 2024" (CoMaSPro'24)

Program Date   : 30 JANUARY 2024

Program Director   : KHAIRI ISYRAF BIN KHAIRROUL NORSAIDI (D20231106368)

Committee Member   : 1) ZARITH SUFIZAH BINTI ABU BAKAR (D20231106410)

                                        2) SITI NUR SYAZARIZA ANESSA BINTI ASARUDDIN (D20231106432)

                                        3) IRENE LING ZI XIN (D20231106427)

BEFORE

- Discuss engaging activities to be implemented.
- Provide necessary equipment for the activities.
- Plan the tentative activity to align with allocated time.
- Explain the tentative activity to each involved facilitator.
- Conduct a revision and training sessions related to binary system and computer installation

CURRENT

- Ensure that the activities proceed according to the tentative schedules.
- Ensure that the equipment needed is in a good condition and sufficient.
- Organize the movement of participants

AFTER

- Ensure that the equipment used is in a good condition and sufficient.
- Ensure that the activity area is organized after use

PROBLEMS ENCOUNTERED

- There is damage to the PC components used

IMPROVEMENT

- The committee members need to ensure that participant use the provided components carefully to prevent any damage.
- The committee members need to be more prepared to ensure the smooth running of the program
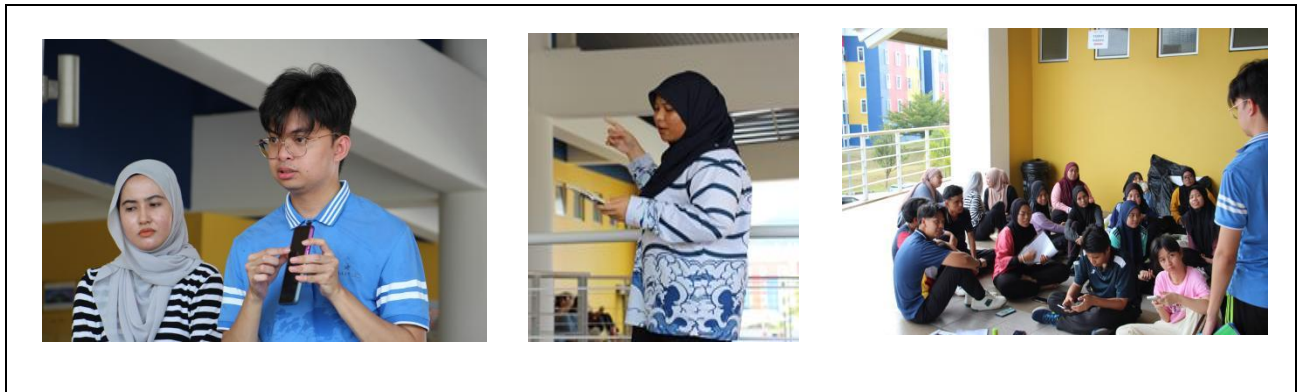
ATTACHMENT

Figure 1: Explain the tentative activity to each involved facilitator

Figure 2: Conduct a revision and training sessions related to binary system and computer installation.

Figure 3 : vanue preparation for the program

Figure 4: Activity

Prepared by,

Zarith

_____

(ZARITH SUFIZAH BINTI ABU BAKAR)

CERTIFICATE AND GIFTS COMMITTEE

Program Name   : SULAM GO GLOBAL : "COMPUTER MAINTENANCE AT SCHOOL PROJECT 2024" (CoMaSPro'24)

Program Date   : 30 January 2024

Director of program : KHAIRI ISYRAF BIN KHAIRROUL NORSAIDI (D20231106368)

Committee members: 1) NURUL ADILAH BINTI AHMAD FAUZI (D20231106423)

2) NUR HAZIQAH BINTI MOHD ZAIDI (D20231106428)

BEFORE

- Have a discussion about the plaque, certificate, gifts, goodies and merchandise to be given.
- Prepare two types of certificates, which are certificates of participation for all participants and certificates of appreciation for every committee members.
- Discussion about division of tasks that need to be carried out.
- Ask the program director to check on the design of the certificate and get opinion if there are any errors.
- Obtain a signature from the Dean of the Faculty of Computing and Meta-Technology for the certificate preparation process.
- Prepare the plaque design and make an order at a printing shop.
- Make a design for the merchandise, which is a button badge and place order for them at a custom made gift shop.
- Get the certificates printed on paper at a printing shop.
- Make hampers for first, second and third place winners with three different values.
- Apply a request to get goodies which are laptop bags from the faculty.

DURING

- Give out the plaque to the university.
- Give out certificates of participation and merchandise to every participant.
- Give out the gift hampers to the group winners of first, second and third place.
- Give out goodies to all the VIPs from the university who are involved in the program.
- Give out certificates of appreciation to all committee members at the end of the program.

AFTER

- Post-mortem from the program director and assistant director regarding each task.
- Discussion and improvement of problems that occur.
- Preparation of program report.

PROBLEMS ENCOUNTERED

- During the editing process of the certificate, there was a slight error in terms of the layout and selection of font and colour.
- The idea of making gift hampers was not fully approved by some parties because they were worried about the hampers not being able to be transported safely.
- The budget allocated for merchandise is not enough to get something that is worthwhile for the participants.

IMPROVEMENT

- We managed to improve and make correction on the certificate quickly by getting opinions from certain parties.
- We made sure that the gift hampers are made with a strong base and handled them with care along our trip to the university.
- We managed to get something from the faculty to add on with the merchandise that we specially designed.

ATTACHMENT

Prepared by,

(NURUL ADILAH BINTI AHMAD FAUZI)

FOOD COMMITTEE

Program Name   : SULAM GO GLOBAL: "Computer Maintenance at School Project 2024" (CoMaSPro'24)

Program Date   : 30 JANUARY 2024

Program Director   : KHAIRI ISYRAF BIN KHAIRROUL NORSAIDI (D20231106368)

Committee Member   : 1) ANGELICA ENCYE PUNGGING (D20231106362)

                       2) GOH QUO TENG (D20231106372)

                       3) LARSEN SIMON (D20231106420)

BEFORE

- Conduct a discussion concerning the menu for four meal which are breakfast, lunch, hi tea and dinner.

- Estimate the price per unit for each meal.

- Finalize the budget needed to get the right amount of money.

- Obtain the number of participants, committees and lecturers/escorts involved in the programme.

- Plan the meals together with catering parties.

  Breakfast:

  - Food committee distributes bread and mineral water at every breakfast meal from January 28th to 31st, 2024.

  Lunch, Hi tea and Dinner:

  - Participants are given the freedom to purchase food using their meal allowance of RM 50/day.

  Catering:

  - Catering is only prepared during the programme on January 30th, 2024.
  - Lunch (65 BAHT / RM 8.67)
  - Afternoon tea (25 BAHT / RM 3.33)

DURING

- Catering party delivers the food according to the designated location.
- Ensure that the food distribution hour aligns with the stipulated time.
- Provide food and drinks to the participants, committees and lecturers/escorts involved.
- Obtain the food receipts from the caterer for SULAM project report purposes.

AFTER

- Ensure that the food and drinks distribution place is in a safe and clean state.
- Ensure that the participants don't leave any plastic waste around the distribution place.

PROBLEMS ENCOUNTERED

- The caterer is slow to respond when having a discussion with the food committee due to the hustle and bustle of other important matters.
- Attempting to negotiate the increasement of payment required by the catering party due to the sudden change of currency.

IMPROVEMENT

- Plan strategies well and meticulously.
- Find or contact at least two caterers.
- Plan with the catering party concerning the desired punctuality for the food and drinks to be provided.
- Notify any important information to the caterer in case of sudden changes.
- Be attentive to details in any updates from the catering party to avoid issues arising.

ATTACHMENT

Figure 1: Food receipt from PNU

Figure 2: Food committee member

Figure 3: Bread and mineral water distribution

Figure 4: Lunch hour in PNU

Prepared by:

_____
(ANGELICA ENCYE PUNGGING)

ACCOMMODATION COMMITTEE

Program Name : SULAM GO GLOBAL: "Computer Maintenance at School Project 2024" (CoMaSPro'24)

Date of Program : 28 January 2024 – 31 January 2024

Program Director : KHAIRI ISYRAF BIN KHAIRROUL NORSAIDI (D20231106368)

Accommodation Committee: 1) FARYSHA ADELLA BINTI ABDULLAH (D20231106412)

2) SITI AISYAH BINTI RUSLI (D20231106422)

3) NURUL FATEHAH BINTI NASARUDIN (D20231106419)

BEFORE

- Listing out choice of hotels and their facilities
- Arrange a discussion regarding accommodations near the university.
- Discuss the efficiency and ease of making reservations through the hotel's website, phone and agoda platform.
- Room's selection before reserve to select rooms such as view, bed types or amenities.

DURING

- During the check in process, the committee of hotel members ensures a smooth and efficient environment to communicate with the hotel staff.
- Distribute hotel keys to each member.
- Ensuring that each member gets their rooms fairly.
- Check the cleanliness and comfort of the rooms including the quality of beds, furniture, and overall ambiance.
- Record information of the members name and their room numbers to facilitate business in the event of an emergency.

AFTER

- During the checkout process, the committee members remind all the members to check their rooms before leaving so that no items are left in the hotel.
- Making sure every member sends the key at the counter.
- Checkout process runs smoothly, and all the keys are delivered to the counter perfectly.

PROBLEMS ENCOUNTERED

- Attempting to align the given financial allocation to not exceed the budget.
- The description or photos may not accurately represent the actual facilities or conditions.
- Additional charges for breakfast.

IMPROVEMENT

- Researching different hotels, reading all the reviews, and comparing prices across multiple platforms.
- Read the description carefully to uncover any hidden fees or additional charges.
- Contact hotel customer service if unsure about any issue.
- Make early reservations to avoid hotel rooms being sold out.

ATTACHMENT

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Prepared by,

_____
(NURUL FATEHAH BINTI NASARUDIN)

MEDIA AND PUBLICITY COMMITEE

Program Name : Strategic Partner Visiting Fatoni University & SULAM GO GLOBAL: "Computer Maintenance at School Project 2024" (CoMaSPro'24)

Program Date : 28 January 2024 – 31 January 2024

Program Director : KHAIRI ISYRAF BIN KHAIRROUL NORSAIDI (D20231106368)

Media And Publicity Commitee:

1) MUHAMMAD ISMAIL AZIM BIN ROZMI (D20231106421)

2) ARIF KHUMAINI BIN MUHAMAD FAIRUZ (D20231106365)

3) NURUL HUSNA BINTI HANIPI (D20231106413)

BEFORE

- Designing and printing CoMasPro'24 shirts
- Designing and printing the CoMasPro'24 banner
- Borrowed 2 cameras and 1 camera tripod from the Faculty of Computing and Meta-technology
- Contact Dr Wiraputra to get templates of E-pena and Berita Harian

CURRENT

- Take photos and record videos throughout the program
- Interviewing parties from Fatoni University and Princess Of Naradhiwas University to get feedback on the program
- Bringing media equipment such as cameras and camera tripods to the program venue
- Preparing the place for the interview session

AFTER

- Create E-pena articles and Berita Harian, then submitted to Dr Wiraputra to be uploaded
- Editing and preparing video teasers, landing pages and interviews
- Upload photos and videos taken throughout the program and give to all commites
- Return 2 cameras and 1 camera tripod in good condition
- Prepare reports for the work of the Media and Publicity Committee
- Provide program materials such as pictures and videos of program activities to other commites to do Video 5E

PROBLEMS ENCOUNTERED

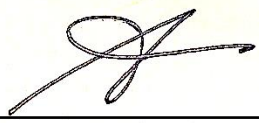- Language barrier when it comes to interview

IMPROVEMENT

- No

ATTACHMENT

Prepared by,

_____

(MUHAMMAD ISMAIL AZIM BIN ROZMI)

TECHNICAL COMMITTEE

Program Name   : SULAM GO GLOBAL: "Computer Maintenance at School Project 2024" CoMaSPRO'24

Program Date   : 28 January 2024 -31 January 2024

Program Director   : KHAIRI ISYRAF BIN KHAIRROUL NORSAIDI
(D20231106368)

Technical Committee: 1) JACQUESON PASANG ANAK JAMES ALONG (D20231106364)

                         2) NUR IZATUL WADIAH BINTI TAMIN (D20231106415)

                         3) AIYANI ZAHIRAH BINTI ZAKIUDDIN (D20231106431)

BEFORE

- Refer to other committee members if there is any necessary equipment.
- Refer to the treasurer if there is a budget for the equipment in the paperwork.
- If there is an allocation for the equipment, the treasurer will provide the designated allocation to the Technical Committee to purchase the equipment.
- Create a checklist for review purposes.
- Requesting assistance from the director to obtain the equipment loan form from the META faculty.
- After the form is filled out, the Technical Committee will seek assistance from anyone with a vehicle to transport the required equipment to be temporarily stored in the college.
- The Technical Committee has also ordered a total of 36 name tags and designed them to align with the banner created by the Media Committee.
- During the program's setup, the Technical Committee will ensure that the quantity of the items brought at the beginning of the event is the same as the quantity at the end of the program.
- Similarly, before departing, the Technical Committee will refer to the checklist to ensure all items are accounted for. At that time, name tags will be distributed according to their respective positions.

DURING

- Making sure all required tools and items are enough.

- Making sure the PNU's audio system is working properly.

- During the final stages of the program, the Technical Committee will ensure that the PCs used are in good condition.

- Fixing the section of the PC that was incorrectly installed.

- Ensuring that other equipment is brought back to the hotel.

AFTER

- Making sure every faculty related equipment is returned.

- Seeking assistance from anyone with a vehicle to transport faculty equipment to the META faculty.

- Preparing a program report to be submitted to the program secretary.

PROBLEMS ENCOUNTERED

- No

IMPROVEMENT

- Being more attentive to the condition of the faculty equipment.

- Consistently conducting patrols during the program to ensure that no items are lost or damaged.

ATTACHMENTS

Diagram 1: Discussion.

Diagram 2: Name tags distribution.

Diagram 3: Tools and items checking proses.

Diagram 4: Controlling the audio during the program.

Prepared by,

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(JACQUESON PASANG ANAK JAMES ALONG)

SAFETY COMMITTEE

Programme Name: SULAM GO GLOBAL: "Computer Maintenance at School Project 2024" (CoMaSPro'24)

Programme Date: 28th - 31st January 2024

Programme Director: KHAIRI ISYRAF BIN KHAIRROUL NORSAIDI (D20231106368)

Safety and Cleanliness Committee:

1. MUHAMMAD AFIQ ZAKHWAN BIN AZZURAN (D20231106359)
2. NURAIN BINTI MOHAMAD FAIZAL (D20231106433)

BEFORE

- Make a reservation for first aid kits from the University Health Centre (PKU).
- Providing safety instructions to all programme participants before the programme begin.
- Provide safety briefing and reminders to all participants before departure.
- Provide medications, hygiene essentials, trash bags and hand sanitizer.
- Purchasing travel insurance for all participants.

DURING

- Ensuring that all participants gather at Kolej Harun Aminurrashid (KHAR) cafe precisely at 6.30 a.m. before boarding the bus and departing for the destination.
- Ensuring the participant count remains adequate at each location, both outside and inside the bus.
- Maintaining cleanliness while aboard the bus, at the hotel, at programme venue and reminding participants not to leave any litter behind.
- Providing necessary medications and ointments to participants in need.
- Keeping track of the whereabouts of all participants during the program by ensuring they communicate their movements in the WhatsApp Group if

they intend to go anywhere.

AFTER

- Ensuring that each location is left in clean condition.
- Returning the first aid kit to University Health Centre (PKU).
- Prepare a report for safety committee.

PROBLEMS ENCOUNTERED

- A participant sprained her ankle from tripping down the stairs at the programme venue. All female participants assisted in supporting and guiding the injured participant onto the bus and returned to hotel for further treatment.
- A lecturer experienced fever and cough symptoms but the safety committee did not have cough suppressant.

IMPROVEMENT

- Provide various medications for unexpected situation.
- Safety Committee members should have knowledge of first aid and emergency assistance as preparation to provide appropriate treatment on-site.

ATTACHMENT

	Picture 1 One of the Safety Committee members gave a brief safety briefing and warnings to all participants before the programme.
	Picture 2 The Safety Committee waiting for participants to gather at Kolej Harun Aminurrashid (KHAR) cafe.
	Picture 3 The Safety Committee checked the passports and lanyards of all participants before proceeding to the program location.
	Picture 4 and 5 The participants queued up and were

	arranged in positions inside the bus to ensure smooth movement.
	Picture 6

All participants were required to use hand sanitizer before and after engaging in any activity. |

Prepared by,

_____

(MUHAMMAD AFIQ ZAKHWAN BIN AZZURAN)

10.0 APPENDIX 3

List of Committee SULAM GO GLOBAL : "Computer Maintenance at School Project 2024" (CoMaSPro'24)

Committee	Name	Matric Number
Program Advisor	Ts. Salman Firdaus Bin Sidek	
Program Director	Khairi Isyraf Bin Khairroul Norsaidi	D20231106368
Deputy program Director	Nurul Nadiatul Arfah binti Mohd Zamros	D20231106416
Secretary	Miza Nafisah binti Imran	D20231106429
V. Secretary	Siti Nurnajihah binti Ismail	D20221102146
Treasurer	Mohd Norshahid bin Saharudin	D20231106411
V. Treasurer	Shafiena binti Usri	D20231106426
Registration and Transportation Committee	Umar Adha bin Ariffin	D20231106417
	Afiq bin Alias	D20231106436
Protocol Committee	Nurul Ain Binti Wahidan	D20231106418
	Nur Batrisyia Amani Binti Mohd Yazid	D20231106430
	Nur Farhah Binti Mansor	D20211099324
Activity Committee	Siti Nur Shazariza Anessa Binti Asarudin	D20231106432
	Irene Ling Zi Xin	D20231106427
	Zarith Sufizah Binti Abu Bakar	D20231106410
Certificate Committee	Nur Haziqah binti Mohd Zaidi	D20231106428
	Nurul Adilah binti Ahmad Fauzi	D20231106423
Food Committee	Angelica Encye Pungging	D20231106362

| Committee	Name	Matric Number
	Goh Quo Teng	D20231106372
	Larsen Simon	D20231106420
Accommodation committee	Farysha Adella Binti Abdullah	D20231106412
	Siti Aisyah Binti Rusli	D20231106422
	Nurul Fatehah Binti Nasarudin	D20231106419
Media Committee	Arif Khumaini bin Muhammad Fairuz	D20231106365
	Nurul Husna binti Hanipi	D20231106413
	Muhammad Ismail Azim bin Rozmi	D20231106421
Technical committee	Aiyani Zahirah Binti Zailudin	D20231106431
	Nur Izatul Wadiah Binti Tamin	D20231106415
	Jacqueson Pasang Anak James	D20231106364
Safety Committee	Nurain Binti Mohamad Faizal	D20231106433
	Muhammad Afiq Zakhwan bin Azzuran	D20231106359

11.0 APPENDIX 4 (KEWANGAN)

FINANCIAL REPORT PROGRAM *SULAM GO GLOBAL: "COMPUTER MAINTENANCE AT SCHOOL PROJECT 2024" (CoMaSPro'24)*

Bil	Explanation		Expenses (RM)
1.	**Sponsorship** IMC	2880.00	
2.	**Expenses** i. Travel Insurance (RM25.00 x 30 pax) ii. Bus Insurance (RM58.60 x 35)		750.00 2051.00
TOTAL			2801.00
SURPLUS INCOME			79.00

13.0 APPENDIX 5

Photos during the meeting and program SULAM GO GLOBAL : "Computer Maintenance at School Project 2024" (CoMaSPro'24)
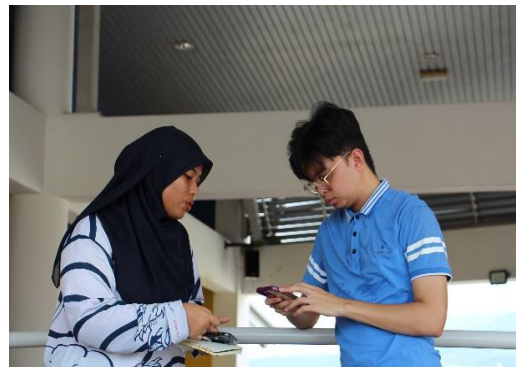
14.0 APPENDIX 6

List name of participants SULAM GO GLOBAL : "Computer Maintenance at School Project 2024" (CoMaSPro'24)

No.	Name	Matric Number
1	Khairi Isyraf Bin Khairroul Norsaidi	D20231106368
2	Miza Nafisah Binti Imran	D20231106429
3	Siti Nurnajihah Binti Ismail	D20221102146
4	Mohd Norshahid Bin Saharudin	D20231106411
5	Arif Khumaini Bin Muhamad Fairuz	D20231106365
6	Zarith Sufizah Binti Abu Bakar	D20231106410
7	Nur Haziqah Binti Mohd Zaidi	D20231106428
8	Angelica Encye Pungging	D20231106362
9	Nurul Adilah Binti Ahmad Fauzi	D20231106423
10	Nur Izatul Wadiah Binti Tamin	D20231106415
11	Goh Quo Teng	D20231106372
12	Irene Ling Zi Xin	D20231106427
13	Siti Aisyah Binti Rusli	D20231106422
14	Farysha Adella Binti Abdullah	D20231106412
15	Aiyani Zahirah Binti Zailudin	D20231106431
16	Jacqueson Pasang Anak James Along	D20231106364
17	Siti Nur Shazariza Anessa Binti Asaruddin	D20231106432
18	Muhammad Afiq Zakhwan Bin Azzuran	D20231106359
19	Nurul Ain Binti Wahidan	D20231106418
20	Nur Batrisyia Amani Binti Mohd Yazid	D20231106430

No.	Name	Matric Number
21	Larsen Simon	D20231106420
22	Nurul Husna Binti Hanipi	D20231106413
23	Nurul Nadiatul Arfah Binti Mohd Zamros	D20231106416
24	Shafiena Binti Usri	D20231106426
25	Nur Farhah Binti Mansor	D20211099324
26	Nurain Binti Mohamad Faizal	D20231106433
27	Nurul Fatehah Binti Nasarudin	D20231106419
28	Afiq Bin Alias	D20231106436
29	Umar Adha Bin Ariffin	D20231106417
30	Muhammad Ismail Azim Bin Rozmi	D20231106421
31	Ts. Salman Firdaus Bin Sidek	
32	Puan Ruzaimah Binti Rahaman	
33	Puan Rohaizah Binti Abdul Wahid	
34	Dr. Suliana Binti Sulaiman	
35	Puan Marlina Manja Binti Che Baharum	

Program Advisor,

_____

Name: Ts. Salman Firdaus Bin Sidek

Date: 13 February 2024