minutes

1st Meeting		
25 June 2020	8:30 PM	Online (ZOOM)
Meeting called by	A'isyah Basyirah binti Sebli	
Type of meeting	Introduction about project and task distribution	
Note taker	Kong Ting Ting	
Attendees	Aileen Alfreda binti Ras Ainadhira Billahizzah binti Abdul Rani Aina Syakirah binti Mohammad Hussin Beatrice Chong Chee Leong @ Micheal Emmanuelle Usun Stephen Humaira binti Ismail Jonah Lee Jing Hao Tee Ming Hui	
Agenda 1: Briefing about project details		
Time allocated	20 minutes	
Briefing	- Project title: Are biodegradable plastics the solution to plastic waste problem? - Main task: - Produce CEPA (Community Education & Public Awareness) campaign video - Launch social media campaign - Engage with netizen on the assigned topic (minimum 30 engagement) - produce & share report	

minutes

	Milestone:

No.	Activities	Date
1	Initial Meeting	25 June
2	Project Planning & Preparation	26 June - 1 July
3	Campaign Execution & Community Evaluation	1 July - 31 July
4	Submission of video and report	31 July

Agenda 2: Task Distribution

Time allocated	15 minutes

Discussion	

Role/In charge of	Job Scope/Main Task	*Members per group
Video Editor	2 videos: 1. Campaign video 2. Summary of project (for video presentation)	2
Content Creator	Publish attractive contents (pictures, videos, etc)	3
Engagement with netizen	Through social media/any online interaction platform (eg: zoom, google meet)/small groups (eg: Telegram)	2
Report & Minutes	1. Project 2. Weekly minutes	2
Logbook	I will post a link of GoogleDoc so that all of you can see our progress for logbook.	1

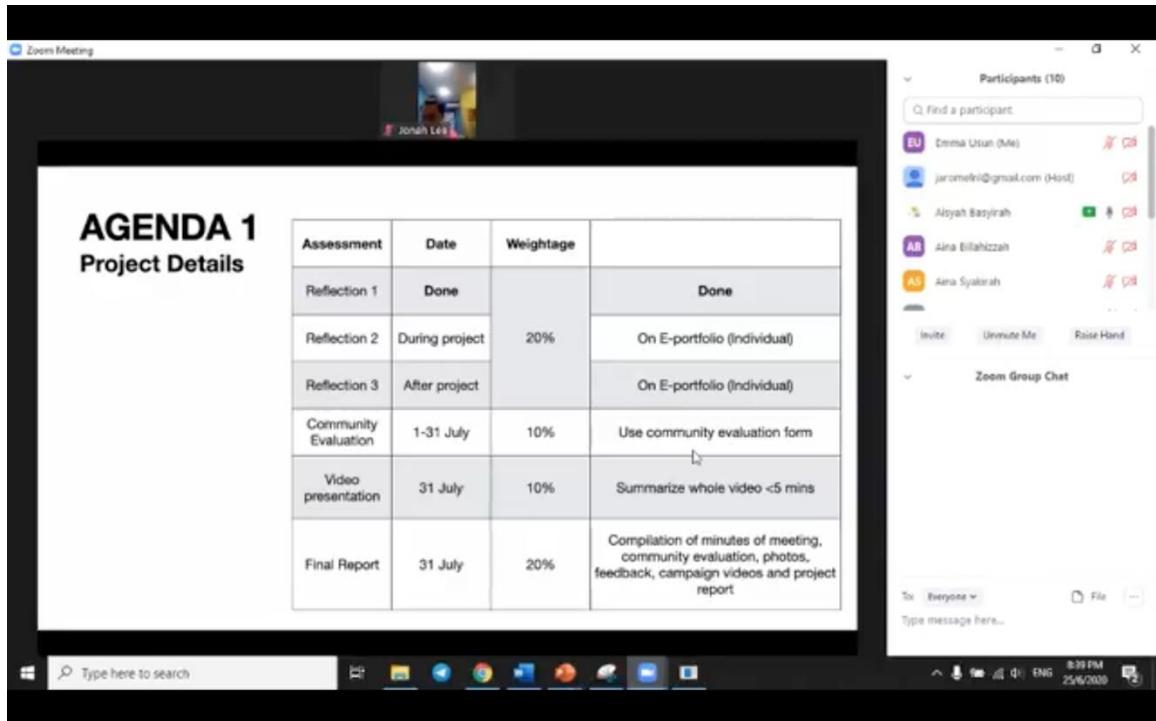| Role decided	Person responsible
Video Editor	• Beatrice Chong Chee Leong @ Micheal • Emmanuelle Usun Stephen
Content Creator	• Aileen Alfreda binti Ras • Aina Syakirah binti Mohammad Hussin • Jonah Lee Jing Hao

minutes

Engagement Group	• Ainadhira Billahizzah binti Abdul Rani • Humaira binti Ismail
Secretaries (Minutes & Report)	• Kong Ting Ting • Tee Ming Hui
Logbook	• A'isyah Basyirah binti Sebli

Agenda 3: Discussion/Q&A	
Time allocated	30 minutes
Discussion	1. Who is our target audiences? 2. What is the suitable platform for social media campaign and engagement with netizen? 3. What is your stand in regards of the topic chosen? Topic: Are biodegradable plastics the solution to plastic waste problem? 4. Suggestions on suitable contents 5. Do we need to prepare prizes for quiz or competition? If so, what will be the prizes?
Conclusions	1. Social media users, family and friends 2. We will be using multiple platforms such as Reddit, Facebook, Instagram and Youtube. 3. Biodegradable plastics are not the solution to plastic waste problems. They need specific conditions such as suitable temperature and pH to foster the biodegrading process. Those requirements are not typically found in most local composting sites and landfills. This will create a burden to the landfill. The proper approach to the issue is creating a new landfill for biodegrading only. Therefore, it can't be a solution. We believe that educating the public to reduce the accumulation and usage of plastics would be a lot more effective. 4. Everyone agreed to not preparing prizes.

minutes

Attached Picture: