

# minutes

1 <sup>st</sup> Meeting		
25 June 2020	8:30 PM	Online (ZOOM)
Meeting called by	Aisyah 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	<ul style="list-style-type: none"> <li>• Project title: Are biodegradable plastics the solution to plastic waste problem?</li> <li>• Main task:           <ol style="list-style-type: none"> <li>1. Produce CEPA (Community Education &amp; Public Awareness) campaign video</li> <li>2. Launch social media campaign</li> <li>3. Engage with netizen on the assigned topic (minimum 30 engagement)</li> <li>4. produce &amp; share report</li> </ol> </li> </ul>	

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	<p><b>Milestone:</b></p> <table border="1"> <thead> <tr> <th>No.</th><th>Activities</th><th>Date</th></tr> </thead> <tbody> <tr> <td>1</td><td>Initial Meeting</td><td>25 June</td></tr> <tr> <td>2</td><td>Project Planning &amp; Preparation</td><td>26 June - 1 July</td></tr> <tr> <td>3</td><td>Campaign Execution &amp; Community Evaluation</td><td>1 July - 31 July</td></tr> <tr> <td>4</td><td>Submission of video and report</td><td>31 July</td></tr> </tbody> </table>	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				
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<b>Agenda 2: Task Distribution</b>																				
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Discussion	<table border="1"> <thead> <tr> <th>Role/In charge of</th><th>Job Scope/Main Task</th><th>*Members per group</th></tr> </thead> <tbody> <tr> <td>Video Editor</td><td>2 videos: 1. Campaign video 2. Summary of project (for video presentation)</td><td>2</td></tr> <tr> <td>Content Creator</td><td>Publish attractive contents (pictures, videos, etc)</td><td>3</td></tr> <tr> <td>Engagement with netizen</td><td>Through social media/any online interaction platform (eg: zoom, google meet)/small groups (eg: Telegram)</td><td>2</td></tr> <tr> <td>Report &amp; Minutes</td><td>1. Project 2. Weekly minutes</td><td>2</td></tr> <tr> <td>Logbook</td><td>I will post a link of GoogleDoc so that all of you can see our progress for logbook.</td><td>1</td></tr> </tbody> </table>		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
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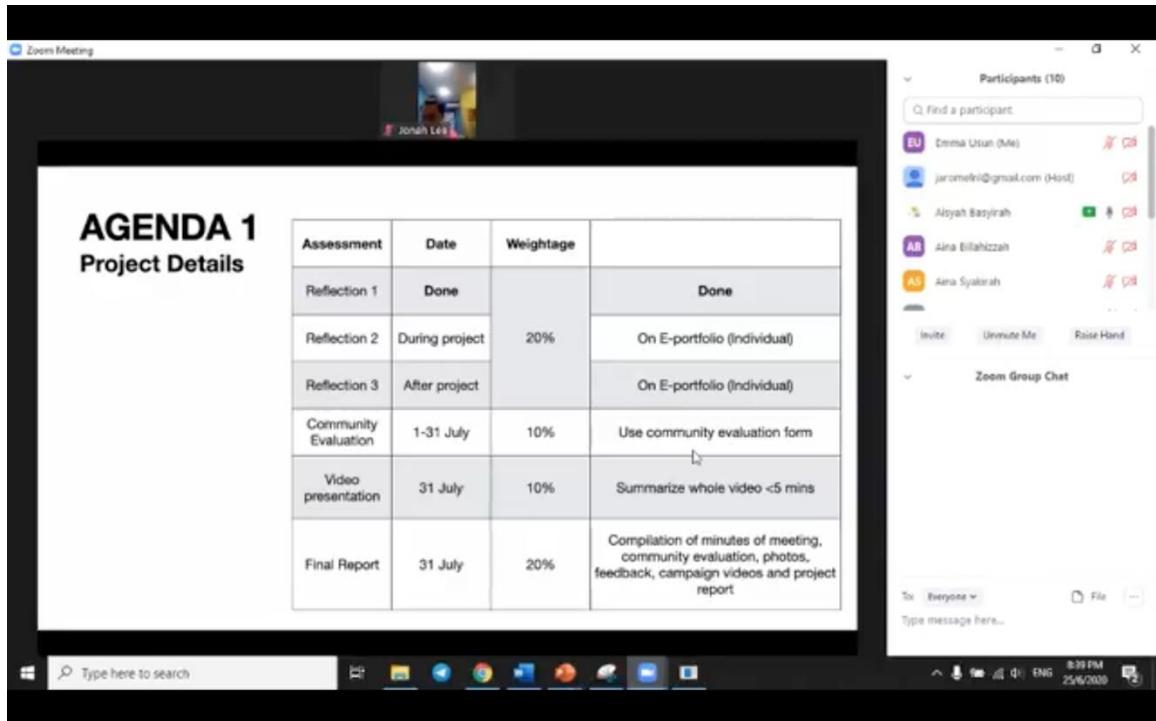
Engagement Group	<ul style="list-style-type: none"> <li>• Ainadhira Billahizzah binti Abdul Rani</li> <li>• Humaira binti Ismail</li> </ul>
Secretaries (Minutes & Report)	<ul style="list-style-type: none"> <li>• Kong Ting Ting</li> <li>• Tee Ming Hui</li> </ul>
Logbook	<ul style="list-style-type: none"> <li>• A'isyah Basyirah binti Sebli</li> </ul>

## Agenda 3: Discussion/Q&A

Time allocated	30 minutes
Discussion	<ol style="list-style-type: none"> <li>1. Who is our target audiences?</li> <li>2. What is the suitable platform for social media campaign and engagement with netizen?</li> <li>3. What is your stand in regards of the topic chosen? Topic: Are biodegradable plastics the solution to plastic waste problem?</li> <li>4. Suggestions on suitable contents</li> <li>5. Do we need to prepare prizes for quiz or competition? If so, what will be the prizes?</li> </ol>
Conclusions	<ol style="list-style-type: none"> <li>1. Social media users, family and friends</li> <li>2. We will be using multiple platforms such as Reddit, Facebook, Instagram and Youtube.</li> <li>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.</li> <li>4. Everyone agreed to not preparing prizes.</li> </ol>

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Attached Picture:



The screenshot shows a Zoom meeting interface. On the left, a window titled "Zoom Meeting" displays an "AGENDA 1 Project Details" table. The table has four columns: "Assessment", "Date", "Weightage", and a description column. The data is as follows:

Assessment	Date	Weightage	
Reflection 1	Done		Done
Reflection 2	During project	20%	On E-portfolio (individual)
Reflection 3	After project		On E-portfolio (individual)
Community Evaluation	1-31 July	10%	Use community evaluation form
Video presentation	31 July	10%	Summarize whole video <5 mins
Final Report	31 July	20%	Compilation of minutes of meeting, community evaluation, photos, feedback, campaign videos and project report

On the right, the "Participants (10)" list shows ten users with their names, email addresses, and profile icons. The participants are:

- EU Emma Utut (Me) (Video, Microphone)
- jaromeini@gmail.com (Host) (Video, Microphone)
- AB Albyah Basyirah (Video, Microphone)
- AB Aina Bilaizzah (Video, Microphone)
- AS Aina Syakirah (Video, Microphone)

Below the participant list are buttons for "Invite", "Unmute Me", and "Raise Hand".

At the bottom of the screen, the Windows taskbar is visible with the search bar, Start button, and various pinned icons. The system tray shows the date (25/6/2020), time (8:39 PM), and battery level.