

Guide for Activity Report




Panduan untuk Laporan Aktiviti




The purpose of this document is to provide a guide on the type of information required in the reports for RDD's newsletter, annual report, and other publications.

Tujuan dokumen ini adalah untuk menyediakan panduan bagi jenis maklumat yang diperlukan dalam laporan untuk bahan berita RDD, laporan tahunan, dan penerbitan lain.

| ITEM JENIS | INFORMATION MAKLUMAT | NOTES NOTA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|---------------|------|-------|---|--------|--|---|------------------------|--|---|----------------------|--|---|-----------------|--|---|----------------|--|---|----------------------|--|---|-------------|--|---|-------------|--|---|----------------|--|----|----------------------|--|----|-------------------|--|----|----------------------|--|----|------------|--|----|-----------------|--|----|------------|--|----|----------------------|--|----|----------------------|--|----|-------------------|--|----|-------------|--|----|---------------|--|----|-------------------|--|----|---------------|--|----|-------------|--|----|--------------|--|----|---------------|--|----|-------------|--|----|-------------------|--|----|--------------|--|----|-------------|--|----|----------------------|--|--|
| Name of event Nama acara / program | Eksplorasi Digital dan Dashboard Komuniti | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date & Time Tarikh & Masa | TARIKH : 13 Mei 2017 MASA : 9.00 pagi – 1.00 petang | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Location Lokasi | TEMPAT : PI1M Kg Labuhan Dagang DAERAH : Kuala Langat BANDAR : Banting NEGERI : Selangor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Purpose Tujuan | Mengajar peserta menghasilkan poster menggunakan aplikasi Microsoft Power Point | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Details of recipients Butiran Penerima | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">BIL</th> <th style="text-align: center;">NAMA</th> <th style="text-align: center;">NO IC</th> </tr> </thead> <tbody> <tr><td>1</td><td>SYAZHA</td><td></td></tr> <tr><td>2</td><td>MUHAMMAD AMIRUL HAIKAL</td><td></td></tr> <tr><td>3</td><td>MUHAMMAD AFIQ SAFWAN</td><td></td></tr> <tr><td>4</td><td>NUR AISYAH ALYA</td><td></td></tr> <tr><td>5</td><td>MUHAMMAD FARIS</td><td></td></tr> <tr><td>6</td><td>MUHAMMAD AKRAM HAFIZ</td><td></td></tr> <tr><td>7</td><td>AMIR FAUZAN</td><td></td></tr> <tr><td>8</td><td>AMIR QAYYUM</td><td></td></tr> <tr><td>9</td><td>MUHAMMAD IRFAN</td><td></td></tr> <tr><td>10</td><td>MUHAMMAD AZIM IKHWAN</td><td></td></tr> <tr><td>11</td><td>AIDA BINTI AZIZIE</td><td></td></tr> <tr><td>12</td><td>MUHAMMAD AZIQ HAIKAL</td><td></td></tr> <tr><td>13</td><td>ABDUL MUIZ</td><td></td></tr> <tr><td>14</td><td>NATASYA ADRIENA</td><td></td></tr> <tr><td>15</td><td>FAIZ FAHMI</td><td></td></tr> <tr><td>16</td><td>MUHAMMAD FAIZ FAZRIN</td><td></td></tr> <tr><td>17</td><td>MUHAMMAD AFIQ MIKAIL</td><td></td></tr> <tr><td>18</td><td>AHMAD FAIZ FAHREN</td><td></td></tr> <tr><td>19</td><td>EMIL IDZHAR</td><td></td></tr> <tr><td>20</td><td>SURI NURFITRI</td><td></td></tr> <tr><td>21</td><td>NUR SYAZA NAJIEHA</td><td></td></tr> <tr><td>22</td><td>EMILYN ALISHA</td><td></td></tr> <tr><td>23</td><td>NURIN HUSNA</td><td></td></tr> <tr><td>24</td><td>NURINA HANIM</td><td></td></tr> <tr><td>25</td><td>MARSYA AMALIA</td><td></td></tr> <tr><td>26</td><td>AQIL ZAKWAN</td><td></td></tr> <tr><td>27</td><td>FAREEZ BIN FAIZUL</td><td></td></tr> <tr><td>28</td><td>NATASHA AKMA</td><td></td></tr> <tr><td>29</td><td>NUR MARISSA</td><td></td></tr> <tr><td>30</td><td>MUHAMMAD HARIS HYKAL</td><td></td></tr> </tbody> </table> | BIL | NAMA | NO IC | 1 | SYAZHA | | 2 | MUHAMMAD AMIRUL HAIKAL | | 3 | MUHAMMAD AFIQ SAFWAN | | 4 | NUR AISYAH ALYA | | 5 | MUHAMMAD FARIS | | 6 | MUHAMMAD AKRAM HAFIZ | | 7 | AMIR FAUZAN | | 8 | AMIR QAYYUM | | 9 | MUHAMMAD IRFAN | | 10 | MUHAMMAD AZIM IKHWAN | | 11 | AIDA BINTI AZIZIE | | 12 | MUHAMMAD AZIQ HAIKAL | | 13 | ABDUL MUIZ | | 14 | NATASYA ADRIENA | | 15 | FAIZ FAHMI | | 16 | MUHAMMAD FAIZ FAZRIN | | 17 | MUHAMMAD AFIQ MIKAIL | | 18 | AHMAD FAIZ FAHREN | | 19 | EMIL IDZHAR | | 20 | SURI NURFITRI | | 21 | NUR SYAZA NAJIEHA | | 22 | EMILYN ALISHA | | 23 | NURIN HUSNA | | 24 | NURINA HANIM | | 25 | MARSYA AMALIA | | 26 | AQIL ZAKWAN | | 27 | FAREEZ BIN FAIZUL | | 28 | NATASHA AKMA | | 29 | NUR MARISSA | | 30 | MUHAMMAD HARIS HYKAL | | |
| BIL | NAMA | NO IC | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | SYAZHA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | MUHAMMAD AMIRUL HAIKAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | MUHAMMAD AFIQ SAFWAN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | NUR AISYAH ALYA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | MUHAMMAD FARIS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | MUHAMMAD AKRAM HAFIZ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | AMIR FAUZAN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | AMIR QAYYUM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | MUHAMMAD IRFAN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | MUHAMMAD AZIM IKHWAN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 11 | AIDA BINTI AZIZIE | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12 | MUHAMMAD AZIQ HAIKAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 13 | ABDUL MUIZ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 14 | NATASYA ADRIENA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 15 | FAIZ FAHMI | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 16 | MUHAMMAD FAIZ FAZRIN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17 | MUHAMMAD AFIQ MIKAIL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18 | AHMAD FAIZ FAHREN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19 | EMIL IDZHAR | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20 | SURI NURFITRI | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21 | NUR SYAZA NAJIEHA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 22 | EMILYN ALISHA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 23 | NURIN HUSNA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24 | NURINA HANIM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 25 | MARSYA AMALIA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 26 | AQIL ZAKWAN | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | FAREEZ BIN FAIZUL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 28 | NATASHA AKMA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 29 | NUR MARISSA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 30 | MUHAMMAD HARIS HYKAL | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| ITEM JENIS | INFORMATION MAKLUMAT | NOTES NOTA | | | | | | | | | | | | | | | | | | | | | |
|---|--|---------------|----------------------|--|----|------------------|--|----|----------------------|--|----|--------------|--|----|---------------|--|----|------------|--|----|--------------|--|--|
| | <table border="1"> <tr> <td data-bbox="561 260 634 289">31</td> <td data-bbox="634 260 1027 289">MUHAMMAD NABIL IRFAN</td> <td data-bbox="1027 260 1260 289"></td> </tr> <tr> <td data-bbox="561 289 634 319">32</td> <td data-bbox="634 289 1027 319">NURSYAZA NABILAH</td> <td data-bbox="1027 289 1260 319"></td> </tr> <tr> <td data-bbox="561 319 634 348">33</td> <td data-bbox="634 319 1027 348">MUHAMMAD ADAM HAKIMI</td> <td data-bbox="1027 319 1260 348"></td> </tr> <tr> <td data-bbox="561 348 634 378">34</td> <td data-bbox="634 348 1027 378">HERRIQ ASWAD</td> <td data-bbox="1027 348 1260 378"></td> </tr> <tr> <td data-bbox="561 378 634 407">35</td> <td data-bbox="634 378 1027 407">HERLINA NAJWA</td> <td data-bbox="1027 378 1260 407"></td> </tr> <tr> <td data-bbox="561 407 634 436">36</td> <td data-bbox="634 407 1027 436">AMAR HAZIQ</td> <td data-bbox="1027 407 1260 436"></td> </tr> <tr> <td data-bbox="561 436 634 466">37</td> <td data-bbox="634 436 1027 466">FADHLI FAHMI</td> <td data-bbox="1027 436 1260 466"></td> </tr> </table> | 31 | MUHAMMAD NABIL IRFAN | | 32 | NURSYAZA NABILAH | | 33 | MUHAMMAD ADAM HAKIMI | | 34 | HERRIQ ASWAD | | 35 | HERLINA NAJWA | | 36 | AMAR HAZIQ | | 37 | FADHLI FAHMI | | |
| 31 | MUHAMMAD NABIL IRFAN | | | | | | | | | | | | | | | | | | | | | | |
| 32 | NURSYAZA NABILAH | | | | | | | | | | | | | | | | | | | | | | |
| 33 | MUHAMMAD ADAM HAKIMI | | | | | | | | | | | | | | | | | | | | | | |
| 34 | HERRIQ ASWAD | | | | | | | | | | | | | | | | | | | | | | |
| 35 | HERLINA NAJWA | | | | | | | | | | | | | | | | | | | | | | |
| 36 | AMAR HAZIQ | | | | | | | | | | | | | | | | | | | | | | |
| 37 | FADHLI FAHMI | | | | | | | | | | | | | | | | | | | | | | |
| Details of contribution Butir-butir berkaitan aktiviti | TIADA | | | | | | | | | | | | | | | | | | | | | | |
| Benefits of the contribution Kebaikan / kelebihan aktiviti | Melalui program Eksplorasi Digital, peserta dapat mengenal dunia ICT dengan lebih mendalam, di samping mengetahui tentang aplikasi Dashboard Komuniti, di samping tips-tips penjagaan kesihatan. | | | | | | | | | | | | | | | | | | | | | | |
| Name of VIP Nama VIP | TIADA | | | | | | | | | | | | | | | | | | | | | | |
| Name of guest VIP Nama tetamu daripada VIP | TIADA | | | | | | | | | | | | | | | | | | | | | | |
| Main execution Pelaksanaan aktiviti utama | <p>Seramai 37 orang peserta yang mewakili 9 kumpulan telah mengikuti program Eksplorasi Digital yang diadakan pada 13 Mei 2017 di PI1M Kg Labohan Dagang. Program ini bertujuan memberi pendedahan kepada para peserta tentang dunia ICT, di samping memperkenalkan aplikasi Dashboard Komuniti (My Komuniti dan MY Health).</p> <p>Para peserta mula mendaftarkan diri seawall jam 9.00 pagi. Kesemua peserta kemudiannya berkumpul di perkarangan PI1M Kg Labohan Dagang untuk sesi regangan badan yang diketuai oleh adik Muhammad Irfan pada jam 9.30 pagi.</p> <p>Sesi explorace dimulakan sejurus tamat sesi regangan badan. Sebanyak enam cabaran yang perlu dilengkapkan oleh para peserta, meliputi pengetahuan ICT, pengetahuan am, kreativiti, dan Dashboard Komuniti.</p> <p>Selepas tamat sesi explorace, para peserta kemudiannya mengambil ukuran berat, tinggi dan tekanan darah masing-masing yang dikendalikan oleh pengurus. Taklimat mengenai penjagaan kesihatan disampaikan oleh penolong pengurus pada jam 11.30 pagi. Pada jam 12.00 tengah hari, sesi penyampaian hadiah kepada para pemenang diadakan.</p> | | | | | | | | | | | | | | | | | | | | | | |
| Supporting activities Aktiviti Sokongan | Tayangan video berkaitan penjagaan kesihatan. | | | | | | | | | | | | | | | | | | | | | | |

| ITEM JENIS | INFORMATION MAKLUMAT | NOTES NOTA |
|------------------------------------|---|---|
| Other participants Peserta Lain | TIADA | |
| Photo caption Keterangan gambar |  <p data-bbox="610 743 1219 808">Peserta dan petugas mengabadikan kenangan sebelum program explorace dimulakan.</p>  <p data-bbox="594 1226 1235 1291">Para peserta sedang melakukan aktiviti regangan badan di gelanggang sepak takraw..</p>  <p data-bbox="594 1711 1235 1776">Para peserta sedang berbincang tentang cabaran teka silangkata yang diberi.</p> | <p data-bbox="1284 329 1547 499"><i>Make sure to match photos with caption</i> <i>Pastikan gambar sepadan dengan keterangan</i></p> |

| ITEM JENIS | INFORMATION MAKLUMAT | NOTES NOTA |
|--|---|---|
| |  <p data-bbox="570 611 1256 680">Pengurus sedang melakukan pemeriksaan kesihatan terhadap peserta</p>  <p data-bbox="574 1056 1252 1125">Penolong pengurus menyampaikan taklimat tentang penjagaan kesihatan</p>  <p data-bbox="618 1476 1208 1545">Bersama kumpulan yang memenangi tempat pertama dalam Eksplorasi Digital 2017</p> | |
| Photo caption names Keterangan gambar berserta nama | TIADA | |
| Translation Terjemahan | TIADA | |
| Supporting documents Dokumen Sokongan | TIADA | <i>Enclose as attachment Sebagai lampiran</i> |