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| --- | --- | --- | --- | --- |
| Date of Submission | 24th March 2025 | | | |
| Club / Society / Projects | Jarvis Technology Club | | | |
| Name of Project | RunCloud Trip | | | |
| Nature of Project | To foster networking and collaboration among students and industry experts. | | | |
| Objectives | * To enhance students’ understanding of cloud architecture through industry insights. * To provide an opportunity for students to interact with professionals and expand their knowledge in cloud computing.. | | | |
| Date | 9 April 2025 | | | |
| Day | 1 days | | Time | 7.45 AM – 3:30 PM |
| Venue | RunCloud, Cyberjaya | | Estimated Pax | 40 people |
| Person In Charge | Jeff Sia Yu Heng | | | |
| Contact No. | 011-51505752 | E-mail | siayuehngjeff@gmail.com | |

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| **Proposed & Submitted by**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature/ Name  Name: |  | **Moderated by Faculty Co-cu Coordinator/**  **Club/Society Advisor**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature/ Name  Mr. Mohd Hamizan Johari |
| Date: |  | Date: |

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| **Approved by U Course Coordinator**:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature  Ms. Rekha Prakash |  | Remarks: |
| Date: |  |  |

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Description automatically generated**Co-curriculum Project**

**Jarvis Technology Events**

Event:

RunCloud Trip

Proposed by:

Proposer’s Name: Hahriny A/P Salvakumaran

ID No : 00022274

Programme : BIT

Date of Event:

9 April 2025**1.0 Introduction**

The Jarvis Technology Club, a computing department club, is organizing an educational trip to RunCloud at Tamarind Square, Cyberjaya. This visit aims to provide students with valuable industry exposure to cloud architecture and its real-world applications. The event will include an interactive sharing session by Run Cloud experts, followed by a casual group outing for food exploration in Cyberjaya.

**2.0 Objective**

* To enhance students’ understanding of cloud architecture through industry insights.
* To provide an opportunity for students to interact with professionals and expand their

**3.0 Purpose of Event**

* To foster networking and collaboration among students and industry experts.

**4.0 Event Details**

**4.1 Event Schedule**

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| **Date** | **Time** | **Action** |
| 9 April 2025 | 7:45 AM | Gather at university, attendance check |
|  | 8:00 AM | Departure to RunCloud, Cyberjaya |
|  | 8:45 AM | Arrival at RunCloud, welcome briefing |
|  | 9:00AM | Sharing session on cloud architecture by RunCloud experts |
|  | 11:30AM | Q&A session and networking opportunity |
|  | 12:00 PM | Group photo |
|  | 12:30 PM | Went out for Lunch |
|  | 3:00 PM | Departure back to university |
|  | 3:30 PM | Arrival at university and event conclusion |

**4.1 Proposal Preparing**

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| **Date** | **Time** | **Duration** | **Task** |
| **March 5** | 2:00 pm – 4:00 pm | **2 hours** | Initial meeting: Finalizing event details, budget, and responsibilities |
| **March 10** | 2:00 pm – 5:00 pm | **3 hours** | Preparing and submitting the proposal |
| **March 15** | 2:00 pm – 4:00 pm | **2 hours** | Meeting with committee members: Assigning tasks & confirming logistics |
| **March 16** | 2:00 pm – 5:00 pm | **5.25 hours** | Designing promotional materials (posters, registration forms, guidelines) |
| **March 19** | 2:00 pm – 4:00 pm | **2 hours** | Submitting the proposal |
| **March 20** | 2:00 pm – 5:00 pm | **3 hours** | Opening registration & event promotion |
| **March 30** | 2:00 pm – 5:00 pm | **3 hours** | Finalizing logistics (transportation, attendance list, event itinerary) |
| **April 3** | 2:00 pm – 4:00 pm | **2 hours** | Closing registration & confirming participants |
| **April 5** | 2:00 pm – 5:00 pm | **3 hours** | Final preparation: Refreshments, materials, and event flow check |
| **April 9** | 7:45 am – 3:30 pm | **7.75 hours** | **Event Day: RunCloud Educational Visit** |
| **April 10** | 2:00 pm – 4:00 pm | **2 hours** | Gathering feedback and reviewing the event |
| **April 12** | 2:00 pm – 5:00 pm | **3 hours** | Preparing the post-event report & documentation |
| **April 14** | 2:00 pm – 4:00 pm | **2 hours** | Finalizing the event report and closing the project |

**Total Hours: 40 hours**

**4.3 Participation & Registration**

* The event is open to **Jarvis Technology Club members and other computing department students**.
* Interested participants must **register via an online form**
* A **participation fee of RM 5** will be collected from each participant.

**4.4 Logistics & Arrangements**

* **Transportation:** A bus will be arranged for participants.
* **Refreshments:** Light snacks and water will be provided in the morning.
* **Lunch:** Participants will explore Cyberjaya’s food options at their own expense.
* **Safety & Attendance:** A WhatsApp group will be created for real-time updates and communication.

**4.5 Rules & Guidelines**

* Participants must arrive **on time** for departure.
* Proper **etiquette and behavior** are expected at RunCloud.
* Any **last-minute cancellations** must be informed at least **3 days in advance**.
* Students must **follow the schedule** to ensure a smooth and organized trip.

**5.0 Committee Details**

**5.0 Committee Name List**

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| --- | --- | --- |
| **Position** | **Name** | **Student ID** |
| **Event Director** | Jeff Sia Yu Heng | 00019538 |
| **Vice Director** | Hahriny Salvakumaran | 00022274 |
| **Secretary** | Sharvinn A/L Mohan Dass | 00022071 |
| **Treasurer** | Hamse Mohamed | 00021385 |
| **Logistics & Transportation Coordinator** | Samuel John | 00021987 |
| **Publicity** | Anisur Rahman Samir | 00021685 |
| **Event Assistant 1** | Muazziz Rasul Bin Khasim | 00022496 |
| **Event Assistant 2** | Ye Yaresh Kula Segaran | 00019615 |

**5.1 Committee Job Scope**

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| --- | --- |
| **Position** | **Job Scope** |
| **Event Director** | ●        Oversee and manage the entire event. ●        Ensure smooth coordination and execution. ●        Handle communication with RunCloud representatives. |
| **Secretary** | ●        Prepare and submit the event proposal. ●        Manage registration and participant details. ●        Handle documentation, including attendance lists and reports. |
| **Treasurer** | ●        Collect and manage the participation fees. ●        Prepare and track the event budget. ●        Ensure proper financial record-keeping. |
| **Logistics & Transportation Coordinator** | ●        Arrange university-sponsored transportation. ●        Ensure all participants are accounted for before and after the trip. ●        Coordinate departure and return times. |
| **Publicity & Promotion** | ●        Design promotional materials such as posters and social media posts. ●        Advertise the event within the student. ●        Create and manage a WhatsApp group for event updates. |
| **Event Assistant** | ●        Assist in participant coordination ●        Help with refreshments and event materials ●        Support any last-minute logistics or participant concerns. |

**6.0 Coco-point Claimers List**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | ID Number | Programme | Phone Number |
| Jeff Sia Yu Heng | 00019538 | BSE | 011-51505752 |
| Hahriny Salvakumaran | 00022274 | BIT | 018-236 0746 |
| Sharvinn A/L Mohan Dass | 00022071 | DCS | 012-3948490 |
| Hamse Mohamed | 00021385 | BDS | 011-61319634 |
| Samuel John | 00021987 | DCS | 018-261 0774 |
| Anisur Rahman Samir | 00021685 | DCS | 014-6504155 |
| Muazziz Rasul Bin Khasim | 00022496 | DCS | 018-9833021 |

**7.0 Event**

**7.1 Proposed Date:**

9th April 2025

**7.2 Alternative Dates:**

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**7.3 Proposed Venue:**

**RunCloud** at **Tamarind Square, Cyberjaya**

**7.4 Alternative Venue:**

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**8.0 Appendices**

**8.1 Budget**

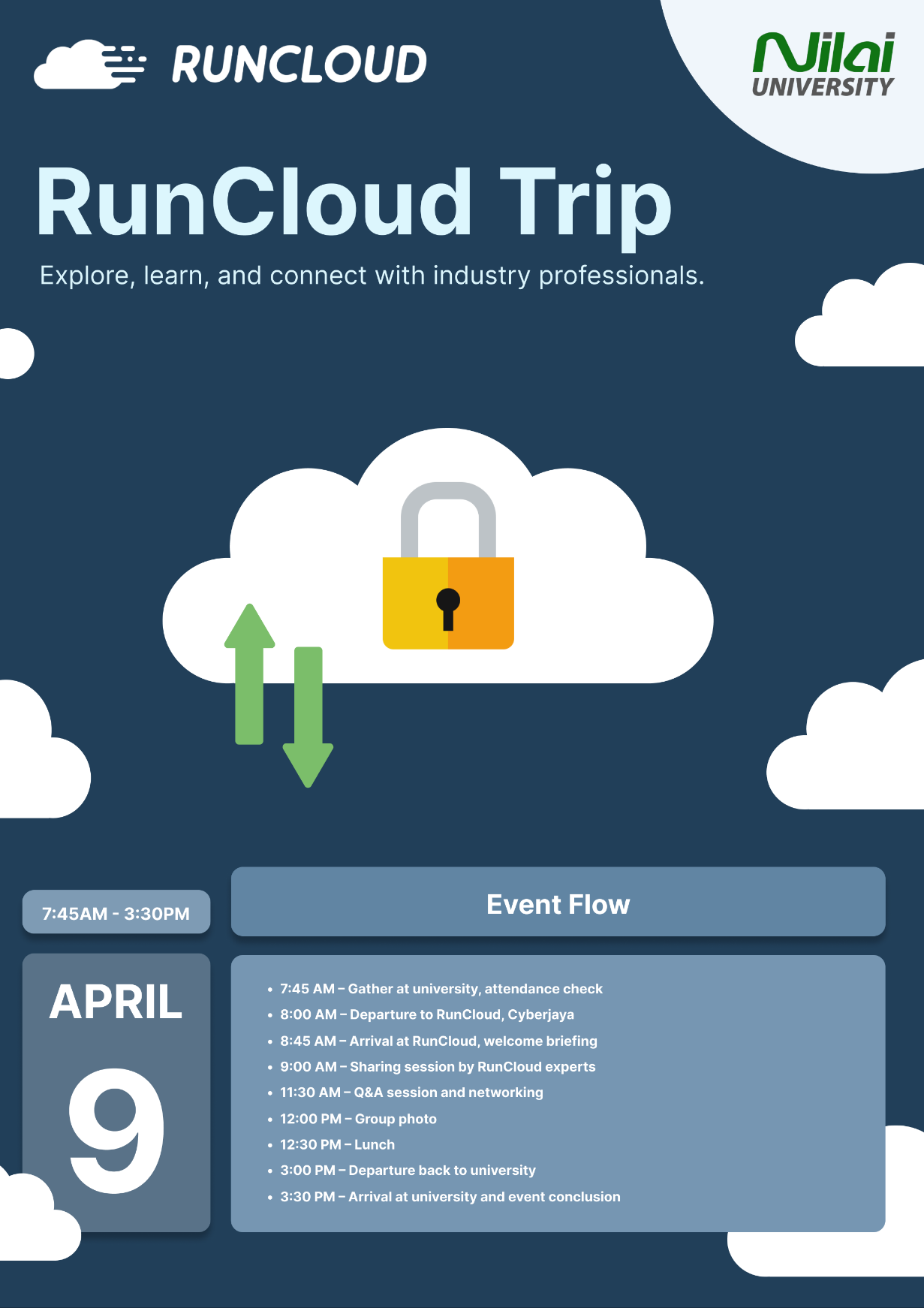
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**8.1 Poster**



**8.2 Organization Chart**

图示

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**Signature by**

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| **Prepared & submitted by:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature/ Name  Name:  Position: |  | **Moderated by Faculty Co-cu Coordinator/**  **Club/Society Advisor**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature/ Name  Mr. Mohd Hamizan Johari |
| Date: |  | Date: |

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| **Approved by U Course Coordinator**:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature  Ms. Rekha Prakash |  |
| Date: |  |