

Faculty		Computing		Course Code	SECD3761
Session	Semester	2024/2025	II	Course Name	Technopreneurship Seminar
Section	Group	01	11	Lecturer Name	DR. RAMESH K S @ MOHD ZAIDI BIN ABD ROZAN
Team		Seminar		Task	Event Planning
Student Name I		LAM YOKE YU		Matric No. I	A23CS0233
Student Name II		GOE JIE YING		Matric No. II	A23CS0224
Student Name III		LING YU QIAN		Matric No. III	A23CS0301
Student Name IV		TAN YI YA		Matric No. IV	A23CS0187
Student Name V		TEH RU QIAN		Matric No. V	A23CS0191

Activity Plan

Objectives

1. To establish a clear and realistic timeline that records all activities of every phase of the seminar that includes pre-event preparation, activities of the day and post-event wrap up.
2. To manage the logistical and operational aspects effectively to ensure the quality of participants' experience, covering all the needs from catering and parking to technical readiness.
3. To emphasize the importance of time management for the person in charge of each activity by specifying the start and end date of each event.

List of Activities	Start Date	End Date	Responsible by
Determine the date, time, and location for the seminar	16/5/2025	18/5/2025	Goe Jie Ying
Develop a detailed event schedule	19/5/2025	31/5/2025	Lam Yoke Yu
Secure the venue	1/6/2025	11/6/2025	Ling Yu Qian
Coordinate with all vendors (food truck) and service providers	1/6/2025	11/6/2025	Tan Yi Ya
Prepare the event branding	1/6/2025	14/6/2025	Teh Ru Qian
Determine the logistic of event day, including catering, parking, and number of participant	15/6/2025	25/6/2025	Goe Jie Ying
Set up the venue, including signage, seating, and audiovisual equipment	25/6/2025	25/6/2025	Lam Yoke Yu
Run Rehearsal	25/6/2025	25/6/2025	Ling Yu Qian
Conduct debriefing post-event to gather feedback and improve support	27/6/2025	27/6/2025	Tan Yi Ya
Coordinate equipment return and ensure that all equipment is accounted for and properly stored	27/6/2025	28/6/2025	Teh Ru Qian

Verified by,



(LAM YOKE YU)