

### 1.3 Activities

In this section, we outline the various activities planned for the workshop. The table 1.3 illustrates the overall activities conducted, and the person in charge of the activities.

Table 1.3 : Activity table.

No.	Activities	Description	Person in-charge
1.3.1	Proposal	<ul style="list-style-type: none"><li>● Search for a suitable community to organize the workshop.</li><li>● Content highlight preparation.</li><li>● Proposal writing.</li><li>● Proposal presentation.</li></ul>	All members
1.3.2	Community	<ul style="list-style-type: none"><li>● Discuss with the school to organize a workshop.</li><li>● Finalize the date, location, and tentative agenda of the workshop.</li><li>● Provide a formal letter to the school requesting permission to organize the workshop.</li></ul>	<ul style="list-style-type: none"><li>● Arif Azinuddin</li><li>● Zaliff</li></ul>
1.3.3	Preparation	<ul style="list-style-type: none"><li>● Prepare full content of the workshop.</li><li>● Settle down the prizes, certificates and script.</li><li>● Prepare project technical report and feedback form also poster.</li></ul>	All members
1.3.4	Demonstration	<ul style="list-style-type: none"><li>● Conduct mock-run of the workshop.</li><li>● Make refinement based on lecturer feedback.</li></ul>	All members
1.3.5	Briefing	<ul style="list-style-type: none"><li>● Leader briefs group members to ensure clear instruction.</li><li>● A Q&amp;A session with group members is conducted to fully prepare and discuss the worst-case scenarios that could happen.</li></ul>	<ul style="list-style-type: none"><li>● Arif Azinuddin</li><li>● Zaliff</li><li>● Abdul Azim</li><li>● Aiman</li><li>● Abdul Aliff</li><li>● Syukri</li><li>● Amir</li><li>● Ainul Basyeera</li><li>● Putri Khaireen</li></ul>

1.3.6	Figma Workshop Day	<ul style="list-style-type: none"> <li>• Execute the workshop.</li> <li>• Closing session.</li> <li>• Photography session.</li> </ul>	All members
1.3.7	Feedback	<ul style="list-style-type: none"> <li>• Participants fill in the feedback form.</li> <li>• Group members get the feedback response.</li> </ul>	All members

### 1.3.1 Proposal

On April 22nd, 2024, all of us got together to kickstart the process of proposing a workshop. Firstly, our priority was to hunt for a community that would be just right for hosting our event. We really had to think about things like how easy it would be for people to get there, whether it matched up with what our workshop was all about, and if folks would actually want to come. After that, we put in a lot of work to pick out the juiciest bits of content. We wanted to ensure that our workshop covered all the important topics for thoughtful consideration. Once we had that sorted, we got down to business and wrote up a super detailed proposal. We spelled out exactly what our workshop was aiming for, what we had be doing, and what we hoped people would get out of it. Then, it was time to polish up our presentation. We wanted to make sure we really sold our workshop and got folks excited about it. We all pitched in, tweaking things here and there until we had something we were proud to show off. Together, we are putting in the work and hope that our workshop idea becomes a reality.

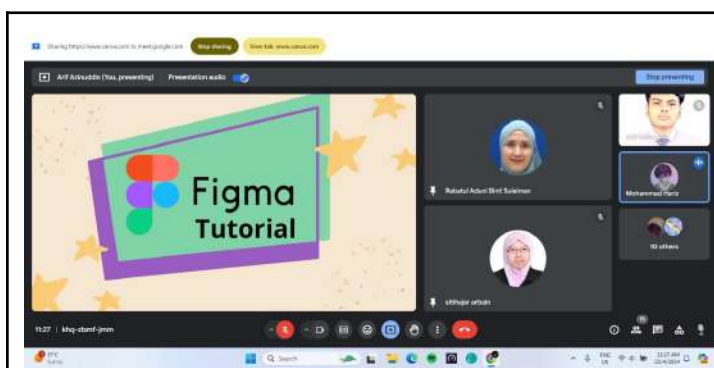


Figure 1.3.1.1 : Present proposal with lecturer.

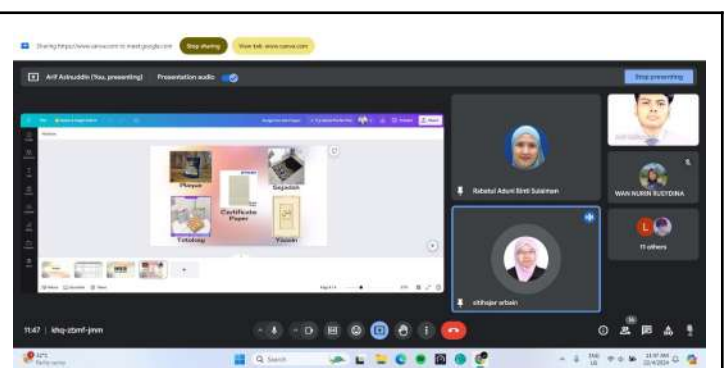


Figure 1.3.1.2 : Lecturer feedback for refinement.

### 1.3.2 Community

On April 29, 2024, Arif Azinuddin and Zaliff discussed with Madam Hairani and Sir Azman, the principal of SMK Suria Perdana, the possibility of organizing a workshop. They worked to finalize the date, location, and tentative agenda of the event. Afterward, they provided a formal letter to the school, requesting permission to proceed with organizing the workshop.



Figure 1.3.2.1 : Discuss with Madam Hairani.



Figure 1.3.2.2 : Discuss with Sir Azman, the Principal of SMK Suria Perdana.

### 1.3.3 Preparation

On May 4, 2024, all members collaborated to meticulously prepare the full content of the workshop. Firstly, they outlined and developed detailed modules, interactive activities, and discussion topics to ensure the workshop was informative and engaging for all participants. Additionally, they finalized the prizes and certificates, carefully selecting awards to recognize outstanding contributions and achievements during the workshop. Moreover, the script was refined, covering all key points and transitions to ensure a smooth flow of events and maintain participant engagement.

Furthermore, the team prepared a comprehensive project technical report, detailing the objectives, methodology, expected outcomes, and evaluation criteria of the workshop. This report was intended to serve as a valuable resource for stakeholders and future reference. In addition, they designed a feedback form to gather participants' insights and suggestions, which would be crucial for assessing the workshop's effectiveness and identifying areas for improvement. To promote the event and provide necessary information, they created an eye-catching poster, highlighting the workshop's key details, objectives, and benefits.

Through these concerted efforts, the team aimed to ensure a well-organized and successful workshop that would leave a lasting impact on all attendees.



Figure 1.3.3.1 : Prize preparation.

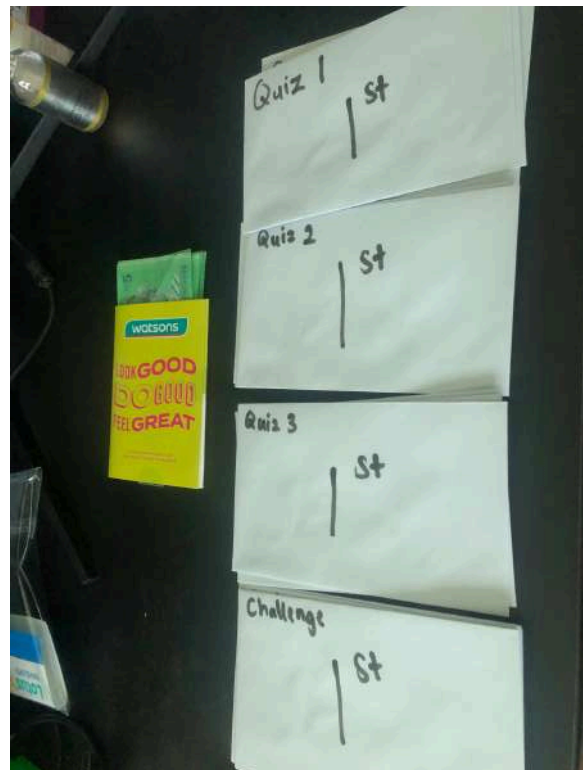


Figure 1.3.3.2 : Prize preparation.





Figure 1.3.3.3 : Certificate preparation.



Figure 1.3.3.4 : Figma Workshop poster.

### 1.3.4 Demonstration

On May 6, 2024, all members conducted a mock-run of the workshop to ensure everything was in order. This rehearsal allowed them to identify any potential issues and make necessary adjustments. After the mock-run, they gathered feedback from the lecturers, who provided valuable insights and suggestions for improvement. Based on this feedback, the team made refinements to enhance the workshop's content, delivery, and overall experience. Through these efforts, they aimed to ensure a smooth and effective workshop that would meet the participants' expectations and objectives.



Figure 1.3.4.1 : Demonstration with lecturer.

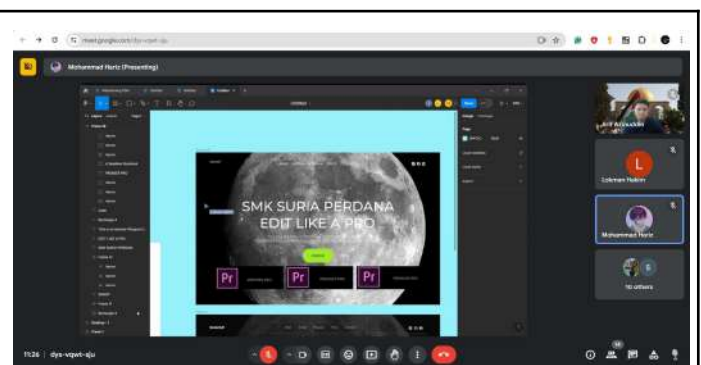


Figure 1.3.4.2 : Figma Tutorial.

### 1.3.5 Briefing

On May 9, 2024, Arif Azinuddin led a briefing session with group members Zaliff, Abdul Azim, Aiman, Abdul Aliff, Syukri, Amir, Ainul Basyeera, and Putri Khaireen to ensure clear instructions were communicated. During the session, they went over each member's responsibilities and the overall workflow of the workshop. Following the briefing, they conducted a Q&A session to fully prepare the team and discuss potential worst-case scenarios. This proactive approach aimed to address any uncertainties and ensure that everyone was equipped to handle unexpected challenges effectively.



Figure 1.3.5.1 : Briefing with group members.



Figure 1.3.5.2 : Briefing with group members.

### 1.3.6 Figma Workshop Day

On May 12, 2024, all members came together at SMK Suria Perdana to execute the Figma workshop. The event began with a warm welcome and an introduction to the workshop's objectives and agenda. Throughout the day, participants engaged in various sessions, quizzes, and a mini design challenge, gaining hands-on experience with Figma and exploring its features. Following the successful execution of the workshop, a closing session was held to summarize key takeaways and provide participants with final insights. During this session, prizes and certificates were awarded to participants, and a plaque was presented to Sir Azman, the principal of SMK Suria Perdana. Finally, the day concluded with a photography session, capturing memorable moments and celebrating the team's hard work and the participants' achievements.



Figure 1.3.6.1 : Group members on SMK Suria Perdana.



Figure 1.3.6.2 : Session 1 of Figma Workshop.



Figure 1.3.6.3 : Session 2 of Figma Workshop.



Figure 1.3.6.4 : Session 3 of Figma Workshop.




Figure 1.3.6.6 : Closing Ceremony of Figma Workshop.



Figure 1.3.6.5 : Photo Session of Figma Workshop.

### 1.3.7 Feedback

On May 12, 2024, after the completion of quiz session 3, all members distributed the feedback form to participants using Google Form. Participants filled in the feedback form, rating the program and sharing their insights and suggestions regarding the workshop. As group members received the feedback responses, they carefully analyzed the comments and recommendations provided by the participants. This feedback was invaluable in evaluating the effectiveness of the workshop and identifying areas for improvement. By actively engaging with the feedback, the team aimed to enhance future workshop experiences and ensure continued success in delivering valuable learning opportunities.

 <p><b>Feedback Figma Workshop</b></p> <p>The SULAM program is organized at SMK Suria Perdana on 12 May 2024.</p> <p>ehojaarif2002@gmail.com <a href="#">Switch accounts</a></p> <p>* Indicates required question</p> <p><b>Email *</b></p> <p>Your email address</p> <p><b>Name *</b></p> <p>Your answer</p> <p><b>Rating for this program *</b></p> <table border="1"> <thead> <tr> <th></th> <th>Not satisfied</th> <th>Somewhat satisfied</th> <th>Satisfied</th> <th>Very satisfied</th> </tr> </thead> <tbody> <tr> <td>Session 1</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>Session 2</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>Session 3</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </tbody> </table>		Not satisfied	Somewhat satisfied	Satisfied	Very satisfied	Session 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Session 2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Session 3	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<p><b>Rating *</b></p> <table border="1"> <thead> <tr> <th></th> <th>Not Satisfied</th> <th>Somewhat satisfied</th> <th>Satisfied</th> <th>Very satisfied</th> </tr> </thead> <tbody> <tr> <td>Organization</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>Friendliness</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>Energy levels</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>Contents</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </tbody> </table> <p><b>Overall rating *</b></p> <table border="1"> <thead> <tr> <th></th> <th>Not satisfied</th> <th>Somewhat satisfied</th> <th>Satisfied</th> <th>Very satisfied</th> </tr> </thead> <tbody> <tr> <td>Program rating</td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </tbody> </table> <p><b>Any suggestion for improvement this program? *</b></p> <p>Your answer</p> <p>A copy of your responses will be emailed to the address that you provided.</p> <p><b>Submit</b> <span style="float: right;">Page 1 of 1 <a href="#">Clear form</a></span></p>		Not Satisfied	Somewhat satisfied	Satisfied	Very satisfied	Organization	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Friendliness	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Energy levels	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Contents	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		Not satisfied	Somewhat satisfied	Satisfied	Very satisfied	Program rating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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