



UNIVERSITI  
M A L A Y A

GIG1005 SOCIAL ENGAGEMENT

**E-BIOPODCAST  
INSTAGRAM**

**Logbook**

NAME

Najwa Farhana binti Mohd Yusra

SUBJECT

Social Engagement programme

INSTRUCTOR

Dr. Nikman Adli Bin Nor Hashim

# WEEK 1

## DONE



briefing



## NOTES

- irfan created whatsapp group
- meeting for briefing about the project
- exp: animated poster
- written tasks- logbook, self, reflective, project report, newspaper report

## WHAT I DID

# WEEK 2

## DONE



create a plan



dividing tasks



## NOTES

- discuss about the final topic
- meeting to finalize what kind of project we are going to do.
- deciding the platform
- dividing tasks - make 3 teams
- explanation about each team's roles
- start to create schedule and specific each tasks.
- show doctor the plan.

## WHAT I DID

- present my idea - accepted
- start to search for ideas
- received information for podcast
- start recording

# WEEK 3

## DONE

- start designing
- specify each member's job
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## NOTES

- social media team create an Instagram account
- we follow it hehe
- brief to doctor about our plan
- each teams start to work
- tech tasks:
  1. feed unit (design cover for podcast)
  2. poster unit (simple poster about podcast content)
  3. podcast unit (video editing)

## WHAT I DID

- discuss and create feed Instagram with others
- i am able to collect everyone's picture ;p
- start to edit the podcast video
- start to edit introduction for feed (to introduce our project first)

# WEEK 4

## DONE

- podcast editing
- post the first podcast
- project & members introduction
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## NOTES

- protocol gave second information for next week informative content
- tech tasks:
  1. feed unit (simple poster for informative contents)
  2. help social media team about their random contents (if needed)

## WHAT I DID

- design simple posts for social media team contents

# WEEK 5

## DONE



informative contents



random contents



## NOTES

- receive information for next video
- **tech team tasks:**
  1. feed unit (create cover for video)
  2. video unit (editing)
  3. poster unit (simple poster)
- this week contents were posted

## WHAT I DID

- monitor each unit in tech team

# WEEK 6

## DONE



video



poster



## NOTES

- receive information for next contents
- tech team tasks:
  1. feed unit (simple poster for informative contents)
  2. help social media team for random content

## WHAT I DID

- monitor each unit in tech team
- edit simple posts for social media team

# WEEK 7

## DONE



informative contents



random contents



## NOTES

- received information for next podcasts
- tech tasks:
  1. feed unit (design cover for podcast)
  2. poster unit (simple poster about podcast content)
  3. podcast unit (video editing)

## WHAT I DID

- monitor each unit in tech team
- start editing podcast

# WEEK 8

## DONE

podcast

poster

## NOTES

- receive information for next contents
- tech team tasks:
  1. feed unit (simple poster for informative contents)
  2. help social media team for random content

## WHAT I DID

- monitor each unit in tech team
- edit simple posts for social media team

# WEEK 9

## DONE



informative contents



random contents



## NOTES

- received information for next podcasts
- tech tasks:
  1. feed unit (design cover for podcast)
  2. poster unit (simple poster about podcast content)
  3. video unit (editing)

## WHAT I DID

- monitor each unit in tech team

# WEEK 10

## DONE

- video
- poster
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## NOTES

- receive information for next contents
- tech team tasks:
  1. feed unit (simple poster for informative contents)
  2. help social media team for random content
- Meeting with other members to conduct social activities with community
- Platform decided
- Leader suggested to do voice podcast for the next last posts.

## WHAT I DID

- monitor each unit in tech team
- edit simple posts for social media team

# WEEK 11

## DONE

- informative contents
- random contents
- 
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## NOTES

- received information for next podcasts
- tech tasks:
  1. feed unit (design cover for podcast)
  2. poster unit (simple poster about podcast content)
  3. Podcast unit (editing voice podcast)
- Social activities - planning the activities to conduct in the platform decided last week. Deciding the date.

## WHAT I DID

- monitor each unit in tech team
- Brainstorming ideas for social activities

# TECH TEAM PLANNER

## THE UNITS

### VIDEO

- Atirah
- Vino
- Natasha

### PODCAST

- Miko Yap
- Najwa (me)
- Nick

### POSTER

- Solehah
- Sunwei
- Syifaa

### IG FEED

- Hemah
- Aina
- Haiza

## DESCRIPTION

Video

Edit informative type of video

Podcast

Edit podcast type of video

Poster

Design simple infographic about information in video and the podcast

IG Feed

Design Instagram feed and informative content

Extra\* me

Help and guide anyone in all units and anything related to editing

# WEEKLY TASKS

## WEEK

## CONTENT

## DONE

## NOTES

2	divide tasks		<input checked="" type="checkbox"/>	put in google doc.								
3	designing the full instagram feed		<input checked="" type="checkbox"/>	} create and put in drive.								
	<ul style="list-style-type: none"> <li>• design introduction post for the instagram feed</li> <li>• introduction of members</li> </ul>											
4	<table border="1"> <thead> <tr> <th>UNIT</th><th>TASK</th></tr> </thead> <tbody> <tr> <td>IG Feed</td><td>Design feed instagram (cover igtv)</td></tr> <tr> <td>Poster</td><td>Infographic about podcast</td></tr> <tr> <td>Podcast</td><td>Podcast editing</td></tr> </tbody> </table>		UNIT	TASK	IG Feed	Design feed instagram (cover igtv)	Poster	Infographic about podcast	Podcast	Podcast editing	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	ask for everyone's picture filter few parts
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UNIT	TASK											
IG Feed	Design feed instagram (informative content)											
Me	Help social media team for random content											

	UNIT	TASK	
<b>8</b>	IG Feed	Design feed instagram (cover igtv)	<input checked="" type="checkbox"/>
	Poster	Infographic about podcast	<input checked="" type="checkbox"/>
	Podcast	Podcast editing	<input checked="" type="checkbox"/>
<b>9</b>	UNIT	TASK	
	IG Feed	Design feed instagram (informative content)	<input checked="" type="checkbox"/>
	Me	Help social media team for random content	<input checked="" type="checkbox"/>
<b>10</b>	UNIT	TASK	
	IG Feed	Design feed instagram (cover igtv)	<input checked="" type="checkbox"/>
	Poster	Infographic about podcast	<input checked="" type="checkbox"/>
	Video	Video editing	<input checked="" type="checkbox"/>
<b>11</b>	UNIT	TASK	
	IG Feed	Design feed instagram (informative content)	<input checked="" type="checkbox"/>
	Me	Help social media team for random content	<input type="checkbox"/>

*nick done most of the parts. just finalize the video*

*edit game for them (game provided)*

*they didn't need help*