

MPU 34032

Community Project

**Journal of Reflection**

Faculty : FSc

Course : SC

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| **Name** | **ID** | **CLASS**  **(L1/L2/L3)** |
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**1.0 Introduction**

In the project, I am assigned to be a secretary. The responsibilities of a secretary is to co-ordinate and provide secretarial administrative support to the project team. A secretary should develop and maintain the document control processes efficiently.

From the beginning, I thought it is the easiest job but I found it is not that easy as what I thought. A secretary needs to deal with a lot of documents. Under the guidance of my group leader, I had a better performance on doing my tasks. At first, I am responsible to prepare the documents (such as the JPN approval letter and the letter for the school) before our team met with the principal of SJK(C) Kampar Girls. After confirming the venue of our event, I was required to record the details for our event (such as the date, time, and the activities conducted). I was then asked to print the materials for the three activities conducted (“Four Colours Challenge”, “General Knowledge Session”, and “Effective Communication Games”). Besides that, the designation for the painting wall activity was consigned to me. Until the end of the project, I still have some tasks (such as preparing and sending an appreciation letter to the school) for me to complete. Therefore, the role of secretary is busy overall in the project. However I really enjoy and like to cooperate with my group members. They are all hardworking and responsible people. I am appreciate to have them as my group mates.

**2.0 Analysis**

While doing this project, I have encountered a series of difficulties and challenges. At first, I was required to prepare and deal with abundant of documents. It is difficult for me as I am not a considerate person. I always forgot to prepare some of the documents but my group mates would remind me and even help to print them out. Besides that, my group leader also told me with a clear command so that I would not be in a mess.

In addition, I also met problems when came to the designation of the painting wall. The principal of the school asked us to brainstorm and design a wall of the school. My group leader consigned me to design the wall. I was trained to think creatively and innovatively to design the wall. Finally I successfully completed the task given and the principal was satisfied with it.

Furthermore, I was responsible to record and list out the details we discussed before the event such as the questions for the “General Knowledge Session” and the “Effective Communication Games”. This helps me to learn to be attentive as I needed to record all the details or we may forget what we have discussed.

Last but not least, I was told to prepare an appreciate letter to the school after the event. Although we were having a peak hour on preparing our mid-term tests, we managed to accomplish all of our tasks allocated. I have learnt to have an effective time management so that I can accomplish all of my tasks on schedule. I also learned to have to nice cooperation with my group members.

**3.0 Conclusion**

By participating in this project, I have learnt to think creatively. My group members were always came out with great ideas in conducting the activities. This helps refresh my mind and enlighten my creativity. We are able to exchange our views in our group work and conclude with a perfect solution at last.

During the project, I found myself too introverted to interact with the participants. I am too easy to get blush when I talked to others. This caused my group mates having some difficulties in controlling the situation and getting attention from the students. I will try to overcome my nervousness and be a more extroverted person.

Besides that, I wish I could be a more attentive and considerate person. I often forget something important for the group work and this caused a lot of trouble to my group members. Although they did not blame me, I still hope to improve myself so that I will help my group members more in the future.

**Appendix**

 