3R WORKSHOP MEETING REPORT

Introduction

3R workshop is a workshop held in Setia Budi High School by 8 UM students and 2 coordinators under social engagement project:

- 1. Noor Suzaini Mohamed Zaid (coordinator)
- 2. Shirley Chua Jin Lin (coordinator)
- 3. Chan Su Ying
- 4. Jasmine Pow Poh Ling
- 5. Maryam Jameela Zainuddin
- 6. Mohamad Aidil Mohd Razali
- 7. Muhammad Luqman Mohamad Saupe
- 8. Nurul Nuha Mohd Nor Fikeri
- 9. Ong Xin Yi
- 10. Tang Wei Kit

The project starts from 2 July 2019 and the workshop is on 8 August 2019. The objective of the workshop is raising the awareness of waste disposal and environmental problem among the students and boosting idea for a recycle design competition which the high school participated in.

We have several meeting, preparation and activities before the actual day. All the meeting is reported for documenting.

Meeting and Preparation Reports 2 July - 7 August 2019

1 st meeting

Date: 2 July 2019

Time: 12.00pm

Venue: BK6, level 3, Faculty of Built Environment

Member present:

1. Noor Suzaini Mohamed Zaid (coordinator)

- 2. Shirley Chua Jin Lin (coordinator)
- 3. Chan Su Ying
- 4. Jasmine Pow Poh Ling
- 5. Maryam Jameela Zainuddin
- 6. Mohamad Aidil Mohd Razali
- 7. Muhammad Luqman Mohamad Saupe
- 8. Nurul Nuha Mohd Nor Fikeri
- 9. Ong Xin Yi
- 10. Tang Wei Kit



- 1. A short introduction and briefing about the social engagement program.
- 2. Program: Education workshop in Setiabudi High School, Gombak
- 3. Objective:
- -Raise the awareness of waste disposal and environmental problem among the students.
- Boosting idea for a recycle design competition which the high school participated in.
- 4. A short QnA before the meeting ended.

2 nd meeting

Date: 5 July 2019

Time: 10.00am

Venue: Cafeteria, level 3, Faculty of Built Environment

Member present:

- 1. Noor Suzaini Mohamed Zaid (coordinator)
- 2. Shirley Chua Jin Lin (coordinator)
- 3. Mohamad Aidil Mohd Razali
- 4. Muhammad Luqman Mohamad Saupe
- 5. Tang Wei Kit

- 1. A new proposal is presented to the coordinators by using Powerpoint.
- 2. Workshop: 3R workshop (refer to Appendage 1)
- 3. A short discussion is conducted.
- 4. Site visit to Gombak is 12/7/2019.

3 rd meeting

Date: 11 July 2019

Time: 2.30pm

Venue: Studio 1, level 5, Faculty of Built Environment

Member present:

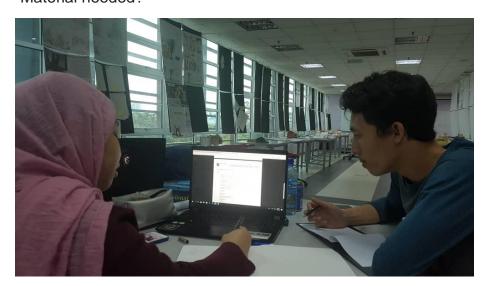
1. Jasmine Pow Poh Ling

2. Maryam Jameela Zainuddin

3. Mohamad Aidil Mohd Razali

4. Muhammad Luqman Mohamad Saupe

- 1. Discussion and preparation for the coming meeting with Setiabudi High School in Gombak.
- 2. Presentation slides is edited and updated based on the requirement.
- 3. Questions are listed down:
- Date and Time of the workshop?
- -Participants involved?
- -Program and activities?
- Budget?
- -Material needed?



4 th meeting

Date: 12 July 2019

Time: 2.30pm

Venue: Meeting Room, Sekolah Menengah SetiaBudi, Gombak

Member present:

- 1. Noor Suzaini Mohamed Zaid (coordinator)
- 2. Shirley Chua Jin Lin (coordinator)
- 3. Chan Su Ying
- 4. Jasmine Pow Poh Ling
- 5. Maryam Jameela Zainuddin
- 6. Mohamad Aidil Mohd Razali
- 7. Muhammad Luqman Mohamad Saupe
- 8. Nurul Nuha Mohd Nor Fikeri

- 1. Workshop proposal is presented to the teachers in-charged in Sekolah Menengah Setiabudi.
- 2. Discussion about the detail and the content of the workshop program.
- 3. Detail of 3R workshop:
- Date: 8 August 2019 (Thursday)
- Period: 8.00am to 4.00 pm (10.00am-10.30am is short break while 1.0pm to 2.00pm is lunch break)
- -morning session and afternoon session
- Participants number: approximate 200 form 1 and form 2 students
- Material and tools needed in every station need to be prepared by ourselves
- Competition poster need to be displayed next week.

- 4. A short break after meeting before heading to the site visit.
- 5. Site visit at a bengkel in the school
- 6. Brainstorming about the design solution for the recycled material school furniture.
- 7. Briefing and discussion about the site and design of the furniture using recycled produc



Meeting in the meeting room with teachers of Setia Budi School



Slide presentation of workshop proposal



Discussion about the details



Slide presentation of workshop proposal



Site visit and discussion in bengkel



Site visit and discussion in bengkel

5 th meeting

Date: 15 July 2019 (Monday)

Time: 3.00pm

Venue: Studio 1, level 5, Faculty of Built Environment

Member present:

1. Chan Su Ying

2. Jasmine Pow Poh Ling

3. Mohamad Aidil Mohd Razali

4. Muhammad Luqman Mohamad Saupe

5. Nurul Nuha Mohd Nor Fikeri

6. Ong Xin Yi

7. Tang Wei Kit



Agenda:

1. Discuss about the waste material collection

Date: 16 July 2019

Time: 9.00 am - 1.00pm

Location: Section 17

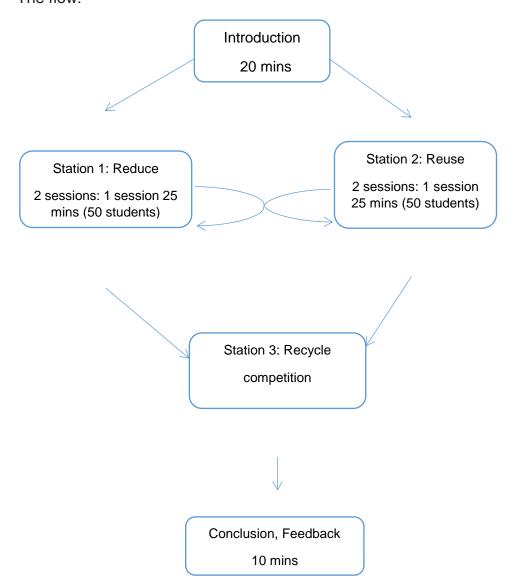
Material needed to be collected: plastic bottle, plastic bag, paper box, egg

tray

Buy tools and stationery.

* Letter is approved.

- 2. Discuss about the flow of the workshop
- Morning session: 8.00am 11.30 am (form 1 students)
- Afternoon session: 12.00pm 1.00pm /2.00pm 4.00pm (form 2 students)
- The flow:



- 3. Discuss about the detail for the program of every station
- Introduction: 20 mins talk with presentation slides and video.
- Reduce Station : Brainstorming, mind mapping and presentation
- -Reuse Station : Teaching and demonstration
 - * Students can bring their own waste material to join the demonstration
- -Recycle Station: Demonstration and Competition

- * among the groups
- * Students need to bring their own waste material and tools
- Feedback: talk and fill in feedback and Q n A form
 Questions are pointed out:
- Introduction: can we do the slide and talk without the storybroad?

4. Job distribution:

Introduction Station	Maryam Jameela Zainuddin
	Ong Xin Yi
Reduce Station	Muhammad Luqman Mohamad Saupe
	Nurul Nuha Mohd Nor Fikeri
Recycle Station	Chan Su Ying
	Jasmine Pow Poh Ling
Recycle Station	Mohamad Aidil Mohd Razali
	Tang Wei Kit
Q n A form prepared by	Ong Xin Yi
Feedback Form prepared by	Nurul Nuha Mohd Nor Fikeri
Photographer (video and photos)	Mohamad Aidil Mohd Razali
	Nurul Nuha Mohd Nor Fikeri
Poster prepared by	Mohamad Aidil Mohd Razali
	Muhammad Luqman Mohamad Saupe
Application Letter prepared by	Chan Su Ying
Timeline of workshop prepared by	Jasmine Pow Poh Ling
Meeting report prepared by	Jasmine Pow Poh Ling
Overall report prepared by	Maryam Jameela Zainuddin
	Chan Su Ying
	Ong Xin Yi

Waste Material Collection Day

Date: 16 July 2019 (Monday)

Time: 3.00pm

Venue: Studio 1, level 5, Faculty of Built Environment

Member present:

- 1. Chan Su Ying
- 2. Jasmine Pow Poh Ling
- 3. Maryam Jameela Zainuddin
- 4. Mohamad Aidil Mohd Razali
- 5. Muhammad Luqman Mohamad Saupe
- 6. Ong Xin Yi
- 7. Tang Wei Kit

We departed Faculty of Alam Bina at 9.05am and arrived at Polo Enterprise Shop at 9.15am. We started collecting the waste material after a short brief. We went to the terraced shop house and restaurant near by to collect the waste material such as plastic bottle, tin, paper box, egg tray and others. Not every shop we successfully collected the material but the people and tauke there are friendly. We also walked to the nearby residential housing to collect waste material. After 2 hours, we collected enough amount of the material and we took a group photo before we back to UM.

Beside that, we also collect the waste material such as plastic bottles and egg tray at our colleges and the cafe



Food waste collection at the foodstall



Tin collected from a tauke



Paper box collection in printing shop



Tin collected



Yay our waste material!!



Waste material collection in shop

6 th meeting

Date: 24 July 2019 (Wednesday)

Time: 3.00pm

Venue: Studio 1, level 5, Faculty of Built Environment

Member present:

- 1. Chan Su Ying
- 2. Mohamad Aidil Mohd Razali
- 3. Muhammad Lugman Mohamad Saupe
- 4. Nurul Nuha Mohd Nor Fikeri
- 5. Ong Xin Yi
- 6. Tang Wei Kit
- 8. Maryam Jameela Zainuddin

Agenda:

- 1. Banner of 1m x0.5 m used for every station.
- 2. Plan to set up at 7.00am, depart from UM at 6 by car (Josephine and Weikit drive)
- 3. Materials for each station:

Introduction – projector, table x1, plug, extension, board for storyboard x1, thumbtack

Reuse station – container, cloth, fruit peels, sugar, seeds, soils, egg cartons/plastic bottle/Maggie cup(containers for plants)

Reduce station – white board x1, mahjong paper, marker, egg carton, pelekat chewing gum,

Recycle station – masking tape, glues, plastic bottle, egg cartons, plastic bag, paper box, scissors, marker, pen, thread, knife, colour pencil, watercolour, straw

Feedback – print Q n A B5 200sets, sticky notes, pen, whiteboard x1

7 th meeting

Date: 31 July 2019 (Wednesday)

Time: 3.00pm

Venue: Discussion room, level 5, Faculty of Built Environment

Member present:

- 1. Chan Su Ying
- 2. Jasmine Pow Poh Ling
- 3. Mohamad Aidil Mohd Razali
- 4. Muhammad Luqman Mohamad Saupe
- 5. Nurul Nuha Mohd Nor Fikeri
- 6. Ong Xin Yi
- 7. Tang Wei Kit

- 1. Prepare banners and decorations for the workshop.
- 2. Prepare fertilizer and enzyme using fruit peels.



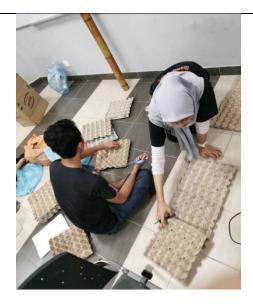
Banner preparation



Fruit peel fertilizer making



Recycle banner preparation



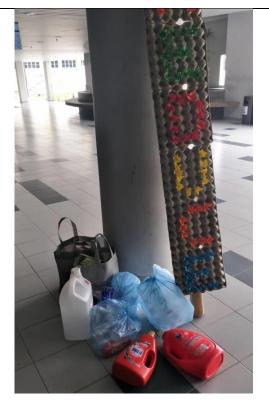
Reuse banner preparation



Fruit peel fertilizer and enzyme



Reuse banner



Reduce banner

8th meeting

Date: 6 August 2019 (Thuesday)

Time: 12.00pm

Venue: Discussion room, level 5, Faculty of Built Environment

Member present:

- 1. Chan Su Ying
- 2. Jasmine Pow Poh Ling
- 3. Mohamad Aidil Mohd Razali
- 4. Muhammad Lugman Mohamad Saupe
- 5. Nurul Nuha Mohd Nor Fikeri
- 6. Tang Wei Kit

Agenda:

- 1. Packing Hamper for competition
- 2. Presentation practise for the Introduction
- 3. Finalize the program and the flow of the Workshop
- 4. Discuss about the flow And detail
- 5. List down the schedule for set up day
- 6. List down the material needed and have to be brought:

Projector cable converter

3R

REDUCE banner

REUSE banner

RECYCLE banner

Hampers

feedback form

Mahjong paper

Marker

Pelekat

Sticky note

Plastic bottle x25

Clothes

Brown sugar

Weighing machine

Soil

Fruit peels

Fertilizer

Scissors

Sample

Hot glue gun

Plastic bottle x25

Water colour

Plastic bag

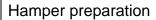
Egg carton

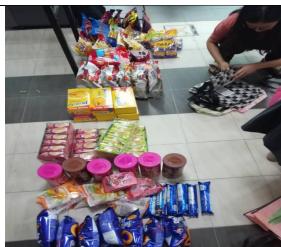
String

Cardboard, box

Masking tape







Hamper preparation



Discussion for the workshop day



Presentation by Karen





9th meeting

Date: 7 August 2019

Time: 12.00pm

Venue: Setia Budi High School, Gombak

Member present:

- 1. Noor Suzaini Mohamed Zaid (coordinator)
- 2. Shirley Chua Jin Lin (coordinator)
- 3. Chan Su Ying
- 4. Jasmine Pow Poh Ling
- 5. Maryam Jameela Zainuddin
- 6. Mohamad Aidil Mohd Razali
- 7. Muhammad Luqman Mohamad Saupe
- 8. Nurul Nuha Mohd Nor Fikeri
- 9. Ong Xin Yi
- 10. Tang Wei Kit

- 1. We visited the school in the late afternoon to further discuss the whole programme with the representatives from the school community and to get to know around the area.
- 2. Discussed about program tentative.
- 3. We set our things up and test the PA system either it can be used or not.
- 4. Some of school teachers also lend their hands to ensure the flow of program smooth and effective.
- 5. Discussed in depth on the arrangement of our stations. Since we were provided with two halls, one of the stations has to used other hall. The hall will be crowded if we placed all stations in one hall. After long discussion, we came out with one solution which station 1,2 and 4 will be in one hall while station 3 will be in other hall due to the activity that they do which is they will talk and explain about the homemade enzyme.
- 6. Some refreshment were served after we set up the materials.



Event Report

Date: 8 Agust 2019 (Thursday)

Time: 7.00pm-5.00pm

Venue: Setia Budi High School, Gombak

On Thursday (8/8/19) morning 7.30 o'clock we gathered at the main hall for a pre-programme briefing and continue setting up our banner, arrange all the materials that will be used during the program. There was a total of 10 groups going for this activity.

After having breakfast, around 8:30 we were ready to start our first station which is introduction to the workshop and 3R. Participants of morning session (form 1) have arrived. We as facilitator welcomed them with energetic and enthusiasm. This is because we want all the participant enjoy and cheerful throughout the program. Before they enter the hall, all the participant has given a sticker that represent their group and they have to seat according their group



Figure 2. Arriving of participants



Figure 3. Participants seat according to the group

Station 1 -Introduction

Next, after all participant seat according to the group we excitedly start the program with introducing our university and department. We also interact with the students while having an introduction. Without further ado, we proceed our first station with a video introduction of 3R Workshop. The sharing of the introduction was delivered by two facilitator from University of Malaya and according to respond from the participant after the sharing done seems like all of them understand well.



Figure 4. Introduction to 3R Workshop



Figure 5. Introduction to 3R Workshop

Representatives: 1. Maryam Jameela Binti Zainuddin

2. Ong Xin Yi

After station 1 is done, group 1 until group 5 have to stay at same hall (main hall) due to next activity where they have to gather at reduce station while group 6 till group 10 have to move to other hall which is beside the main hall and do some activity at reuse station. These two station run at the same time but different venue. It is because we want to save the time as well

Station 2 - Reduce

All groups of participants have to answer 3 questions and write it on mah-jong paper. They have given 3 minutes per questions to brainstorm and answer the question. They were allowed to discuss among themselves and came out with great answer. After they answer all the questions, they have to present in front of their friends with their own creativity. They also have to explain well so that other friends can understand and also easy for facilitator to evaluate them. Based on our observation, some of the participant feel shy to stand at in front but some of them are brave enough.



Figure 6. Presenting Work In front of Other Students





Representatives:

- 1. Muhammad Luqman Mohamad Saupe
- 2. Nurul Nuha Mohd Nor Fikeri

Station 3 - Reuse

Meanwhile, at the same time Reuse Station shows some demonstration on how to make an enzyme by using orange and banana peels. Everyone got a chance to learn about the methods on how to do the enzyme and had a look of the enzyme samples. Participant also got chance to do the enzyme with the guidance from 2 facilitators from University of Malaya.



Figure 7. Demonstrate how to make the enzyme



Figure 8. Participant take a look at enzyme that have been made

Representatives:

- 1. Jasmine Pow Poh Ling
- 2. Chan Su Ying

Station 4- Recycle

The last station of 3R Workshop, they having a competition based on their creativity to create anything that can be used in classroom by using recycle material. We as facilitator also provide them some recycle material that can be used for the product that they want to produce. In a group, they have to brainstorm and think of creative product to produce with a lot of function. They also required to present in front of everyone and show their product. Mark will be taken from their presentation and output as well. There are 8 judges who will evaluate their presentation and give them marks.





Representatives:

- 1. Tang Wei Kit
- 2. Mohamad Aidil Mohd Razali

After finishing the first session, we quickly move to second session where form 2 SM Setia budi will be the participants at this time.

All the flow still same, we start with introduction of 3R Workshop that conducted by Maryam Jameela Binti Zainuddin and Ong Xin Yi. Next, after introduction for second session end, all the students went for lunch and performing their prayers. At 2:00 pm we start our next activities with two station run at the same time which is station Reduce conducted by Nurul Nuha Binti Mohd Nor Fikeri and Muhammad Luqman Bin Mohamad Saupe and station Reuse conducted by Chan Su Ying and Jasmine Pow Poh Ling. After that, 10 groups of form 2 will divided into 2 groups which is group 1 until group 5 will stay in same hall while group 6 till group 10 will move to other group. After Station two and Station three done all of them gather at the main hall to finish the last station which is Recycle that conducted by Mohamad Aidil Bin Mohd Razali and Tang Wei Kit. Participants have to create a creative product that can be used in classroom and the winner will get prize at the end of the workshop.







At 4:15pm the second session come to an end, we clean up the hall and gather all the material to throw into recycle bin. School has provide us some refreshment before we going back, that will be the last time we spend together with the helpers and the school teacher. Not to forget we took picture together with school community and exchange the token of appreciation



Attachments

Application letter





15 Julai 2019

PENDUDUK SEKSYEN 17 Petaling Jaya

Tuan/Puan,

KEBENARAN UNTUK MENGUMPUL BAHAN-BAHAN KITAR SEMULA UNTUK PROGRAM JALINAN MASYARAKAT

Merujuk perkara di atas, ingin saya maklumkan pelajar Kumpulan Gombak, Program Jalinan Masyarakat dari Ijazah Sarjana Muda Sains Seni Bina, Fakulti Alam Bina, Universiti Malaya, ingin meminta kebenaran dari tuan/puan yang tinggal di sekitar Seksyen 17 untuk mengumpul bahan-bahan kitar semula untuk kegunaan aktiviti jalinan masyarakat, berikut adalah butirannya:

Nama aktiviti: Program Jalinan Masyarakat, 3R Workshop

Tempat: SM Setiabudi, Gombak

Masa: 8 Ogos 2019

- Bahan- bahan kitar semula yang ingin dikumpul ialah botol plastik, bag plastik, papan telur, cawan plastik dan lain-lain. Bahan-bahan tersebut akan digunakan untuk dikitar semula menjadi produk-produk yang inovatif seperti hiasan lampu, kotak pensil, perabut dan lain-lain.
- Objektif aktiviti tersebut dijalankan adalah untuk meningkatkan kesedaran tentang perlunya menjaga alam sekitar antara kalangan pelajar di SM Setiabudi dan juga mengeratkan hubungan mereka dengan masyarakat setempat.
- Kami amat berharap agar tuan/puan dapat menyumbang bahan-bahan kitar semula agar kami dapat melaksanakan aktiviti tersebut dengan jayanya. Segala kerjasama dan perhatian pihak tuan/puan kami hargai dan kami ucapkan ribuan terima kasih.

Sekian.

NORAFIDA NTI AB GHAFAR, PhD

Ketua Jabatan Sen Universiti Malaya 012-3278525

Berikut adalah senarai nama pelajar yang terlibat dengan aktiviti Jalinan Masyarakat:ini dari Kumpulan Gombak:

1. CHAN SU YING (BIA180006)

Setiausaha, Kumpulan Gombak Program Jalinan Masyarakat Universiti Malaya, Jalan Universiti, 50603 Kuala Lumpur,

- 1. Muhammad Luqman bin Mohamad Saupe (BIA180019)
- 2. Jasmine Pow Poh Ling (BIA180012)
- 3. Ong Xin Yi (BIA180025)
- 4. Mohamad Aidil bin Mohd Razali (BIA180016)
- 5. Tang Wei Kit (BIA180031)
- 6. Nurul Nuha binti Mohd Fikeri (BIA180024)
- 7. Maryam Jameela binti Zainuddin (BIA180015)

Dr. Normida Ab. Ghefor Kajus Jaba Tonibina Fakuli Atam Bina UMWERSITI MALAYA

Poster of 3R workshop



3R Workshop Setia Budi High School Schedule

Date: 8 August 2019

Venue: Auditorium Hall

Time: 8.00 am - 4.00pm

7.00am	Set	up
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8.00am Form 1 students gather and register

8.30am 1st station: Introduction

9.00am 2nd station: Reduce (G1,G2, G3, G4, G5)

3rd station: Reuse (G6,G7, G8, G9, G10)

9.30am 2nd station: Reduce (G6,G7, G8, G9, G10)

3rd station: Reuse (G1,G2, G3, G4, G5)

10.00am Break

10.30am 4th station : Recycle competition

11.30am Conclusion and feedback

12.00pm Form 2 students gather and register

12.30pm 1st station: Introduction

1.00pm 2nd station: Reduce (G1,G2, G3, G4, G5)

3rd station: Reuse (G6,G7, G8, G9, G10)

1.30pm Lunch break

2.30pm 2nd station: Reduce (G6,G7, G8, G9, G10)

3rd station: Reuse (G1,G2, G3, G4, G5)

3.00pm 4th station : Recycle competition

4.00pm Conclusion and feedback

4.30pm Clean up

Recycle Material Model Making Competition

Each group is required to produce a product using recycle materials such as plastic bottles, cardboards, etc.

Time given: 30 minutes

Rubrics: -Product that can be used in daily life in class.

-Emphasise on the function and aesthetics of the product

Rate	Workmanship/	Creativity	Functionality	Presentation	TOTAL
(1 - 5)	Aesthetics				
Group 1					
Group 2					
Group 3					
Group 4					
Group 5					
Group 6					
Group 7					
Group 8					
Group 9					
Group 10					

Feedback Form

8/5/2019 Event feedback

Event feedback

* Required

Thank you for participating in our event. We hope you had as much fun attending as we did organizing it.

We want to hear your feedback so we can keep improving our logistics and content. Please fill this quick survey and let us know your thoughts (your answers will be anonymous).

	1	2	3	4	5	
Never	0	\bigcirc	\bigcirc	\bigcirc	\bigcirc	Always
Do you Mark on	bring y		contai	ner for	take awa	ay? •
	1	2	3	4	5	
		_	_		-	
0	provide nly one o reusable disposal	val. tablewa	are	sposal t	ablewar	Always
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Is cafe Mark on I Mark on Mark on I Mark on Mark on	nly one or reusable disposal provide nly one o Yes, defi	tablewa tablewa disposa val. nitely	are re al tablev	vare, wi	ll you su	e? uggest the

2019	Event feedback
	7. Do you bring your own recycle bag to school or shopping?
	Mark only one oval.
	Yes
	○ Ns
	9
	Sometimes
	Rate your level of awareness about current environmental issues before and after 3R Workshop.
	Mark only one oval per row.
	very low low medium high very high
	after workshop
	9. Please rate for every session.
	1 = Very disatisfied 5 = Very satisfied
	Mark only one oval per row.
	1 2 3 4 5
	Introduction ()()()
	Reuse station
	Reduce station
	Recycle station
	10. Which session do you like the most?Why?
	11. How satisfied were you with the 3R Workshop?
	Mark only one oval.
	1 2 3 4 5
	1 2 3 4 5
	not satisfy very satisfy
	12. What did you learn from the 3R Workshop?
	13. Any improvement for the 3R Workshop?
	15. Any improvement for the six frontanops