

Guide for Activity Report

Panduan untuk Laporan Aktiviti

The purpose of this document is to provide a guide on the type of information required in the reports for RDD's newsletter, annual report, and other publications.

Tujuan dokumen ini adalah untuk menyediakan panduan bagi jenis maklumat yang diperlukan dalam laporan untuk bahan berita RDD, laporan tahunan, dan penerbitan lain.

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
Name of event Nama acara / program	<i>Pengenalan Dashboard, KDB & E-waste</i>	
Date & Time Tarikh & Masa	<i>25 Februari 2017 09.30 a.m - 01.00 p.m</i>	
Location Lokasi	<i>Pusat Internet 1Malaysia Dabong</i>	
Purpose Tujuan	<i>Memperkenalkan apa itu dashboard, Mendedahkan kepentingan KDB & E-waste</i>	
Details of recipients Butiran Penerima	<i>Pelajar Sekolah Menengah</i>	
Details of contribution Butir-butir berkaitan dengan aktiviti	<i>Peserta dikenalkan dengan Dashboard, diberi keterangan berkaitan KDB & E-waste</i>	
Benefits of the contribution Kebaikan / kelebihan aktiviti	<i>Memperkenalkan aplikasi yang baru kepada pelajar sekolah, Mendedahkan KDB kepada pelajar sekolah menengah dalam usaha untuk meningkatkan lagi pelajar menggunakan internet secara bijak dan selamat. Seterusnya mahu mengajak para pelajar untuk menyokong projek E-waste yang dijalankan oleh SKMM dalam usaha menyelamatkan bumi kita.</i>	
Name of VIP Nama VIP	-	
Name of guest VIP Nama tetamu daripada VIP	-	
Main execution Pelaksanaan aktiviti utama	<i>Dashboard, KDB & E-waste</i>	
Supporting activities Aktiviti Sokongan	<i>Persembahan dari peserta & Melayari internet dengan pantauan</i>	
Other participants Peserta Lain		
Photo caption Keterangan gambar		

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
		<i>Antara peserta yang hadir</i>
		
Photo caption names Keterangan gambar berserta nama		

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
		<i>Mendengar penerangan Dashboard oleh staf PI1M</i>
		

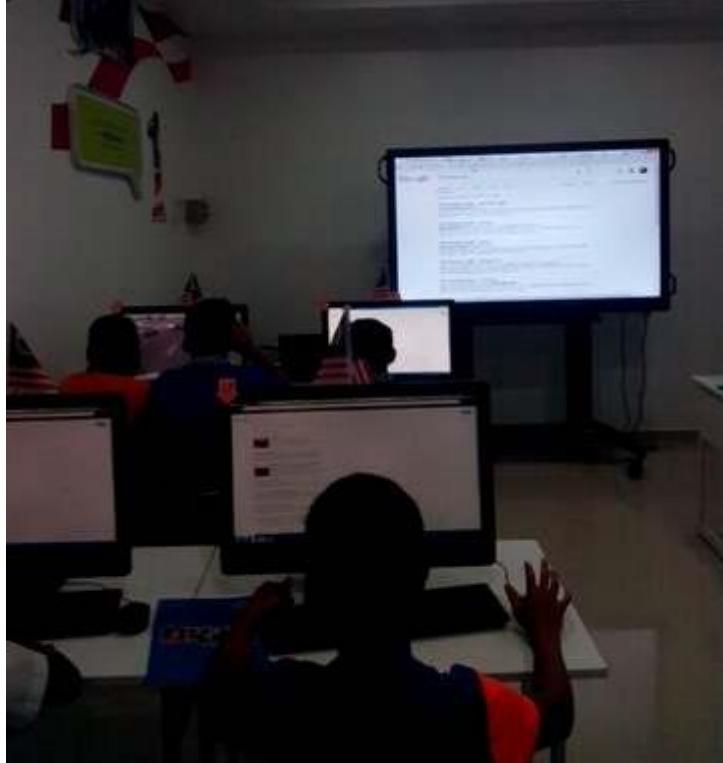
ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
	 A photograph showing several students in a classroom environment. They are seated at white desks, facing computer monitors. The screens display a colorful dashboard or presentation. The students appear to be listening attentively. There are small Malaysian flags on the desks. The room has white walls and a window in the background.	<i>Mendengar penerangan Dashboard oleh staf PI1M</i>
	 A photograph showing students from a different angle, also in a classroom setting. They are seated at desks, facing computer monitors. The screens show a dashboard. The students are seen from behind and the side, looking at the screens. There are small Malaysian flags on the desks. The room has white walls and some decorations.	

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
		<p>Mendengar penerangan Dashboard oleh staf PI1M & menonton video online berkaitan KDB</p>
		

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		<i>Mendengar penerangan Dashboard oleh staf PI1M & menonton video online berkaitan KDB</i>
		

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
	 A group of students in white shirts and dark trousers are seated at white desks with black computer monitors. They are facing towards the front of the room where a staff member in a white shirt and tie is standing and speaking. The room has large windows and flags of Malaysia and the United Nations.	<i>Mendengar penerangan E-waste oleh staf PI1M</i>
	 Students are seated at individual desks, each with a computer monitor displaying various screens. The room is decorated with red and white streamers, small flags, and a large projection screen on the right showing a presentation slide with the text "old & new".	

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
		Mendengar penerangan E-waste oleh staf PI1M
		

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
	 A classroom scene showing several students at desks with computer monitors. One student in the foreground, wearing a blue and orange shirt, has their right arm raised. The classroom has flags and educational posters on the wall.	<i>Menjalankan aktiviti, persembahan dan pelayaran internet</i>
	 A darker classroom scene showing a student from behind, sitting at a desk and looking at a large screen monitor which displays a document or presentation. Other students are visible in the background.	

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
	 	<i>Menjalankan aktiviti, persembahan dan pelayaran internet</i>
Translation Terjemahan	<i>English or BM version of special names/titles Versi Bahasa Melayu dan Inggeris bagi nama khas / gelaran</i>	

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
Supporting documents Dokumen Sokongan	<p>Aturcara Aktiviti</p> <p>09.30 a.m- 10.30 a.m : Dashboard</p> <p>10.30 a.m- 11.30 p.m : KDB</p> <p>11.30 a.m- 12.00 p.m : E-waste</p> <p>12.00 p.m- 1.00 p.m : Aktiviti & Persembahan</p>	

PLEASE SUBMIT YOUR WRITTEN REPORT & PHOTOS BASED ON THIS GUIDE TO THE CONTENT APPLICATION DEVELOPMENT DEPARTMENT WITHIN ONE WEEK OF THE EVENT

SILA KEMUKAKAN LAPORAN BERTULIS & GAMBAR-GAMBAR BERLANDASKAN PANDUAN YANG DIBERIKAN DAN HANTAR KE JABATAN PEMBANGUNAN APLIKASI KANDUNGAN DALAM TEMPOH SEMINGGU SELEPAS ACARA / PROGRAM BERLANGSUNG