

Daily Duty Report
Month: November – December 2020

DATE/ DAY	DESCRIPTION OF ACTIVITY, TASK, RESPONSIBILITY, OR DUTY
16/11 Monday	• Sent the draft for ITB certificate • Join the discussion for ITB Lenggong module • Update the digital brochure for ITB Lenggong
17/11 Tuesday	• Translate the ITB Module in Bahasa Malaysia • Update attendance list for ITB Group 1
18/11 Wednesday	• Draft the feedbacks form for ITB Lenggong • Draft the confirmation letter for participants to join ITB
19/11 Thursday	• Join the Online Pre-Strategic Session on Showcase Nature Tourism in Lenggong • Prepare matrix for ESOS attendance
20/11 Friday	• Updating the attendance list for ESOS and ITB • Draft the grouping form for ESOS • Join and managed the zoom for ITB Group 1
22/11 Sunday	• Join the rehearsal for break out room during ESOS • Update the attendance for ESOS • Prepare matrix for grouping the agencies joined the ESOS • Email the invitation and zoom link for the participants of ESOS
23/11 Monday	• Join the ESOS Lenggong • Handle the ZOOM meeting room and assist the participants for ESOS
24/11 Tuesday	• Prepare the notes of discussion and output from the ESOS • Collage the pictures from ESOS • Update the google drive for ESOS
25/11 Wednesday	• Update the attendance list for ITB Group 2 • Join the tender briefing for MPC
26/11 Thursday	• Update the attendance list for ITB Group 2
27/11 Friday	• Join the ITB Group 2 • Handle the ZOOM meeting room and assist the session • Prepare pictures and captions for ITB Group 2
30/11 Monday	• Join the ITB Group 3 • Handle the ZOOM meeting room and assist the session • Prepare pictures and captions for ITB Group 3
1/12 Tuesday	• Prepare the agenda for ITB Group 4 • Ask the participants for confirmation to join ITB Group 4 • Update the attendance list for ITB Group 4

2/12 Wednesday	• Update the Lenggong google drive • Prepare the info regarding internet broadband package • Prepare attendance list and guideline for ITB Group 4
3/12 Thursday	• Update the attendance list for ITB Group 4
4/12 Friday	• Join the ITB Group 4 • Handle the ZOOM meeting room and assist the session
5/12 Saturday	• Prepare pictures and captions for ITB Group 4
6/12 Sunday	• Prepare all the products in Lenggong list in matrix • Post-mortem for ITB Lenggong 16th Series
7/12 Monday	• Prepare the drafts for Fredo, Isvaran and Zamil reports • Remind the SME regarding the tender • Updating the google drive for Showcase Lenggong
8/12 Tuesday	• Fill the tender forms from MPC • Remind the participants of ITB to fill the feedbacks form
9/12 Wednesday	• Prepare the certificates for ITB Group 1 • Update the list name of participants answered the survey forms
10.12 Thursday	• Prepare the and submit the coordinator • Update the database Lenggong

APPENDIX

Figure 1 Borang Penilaian ITB

Figure 2 Grouping form for ESOS

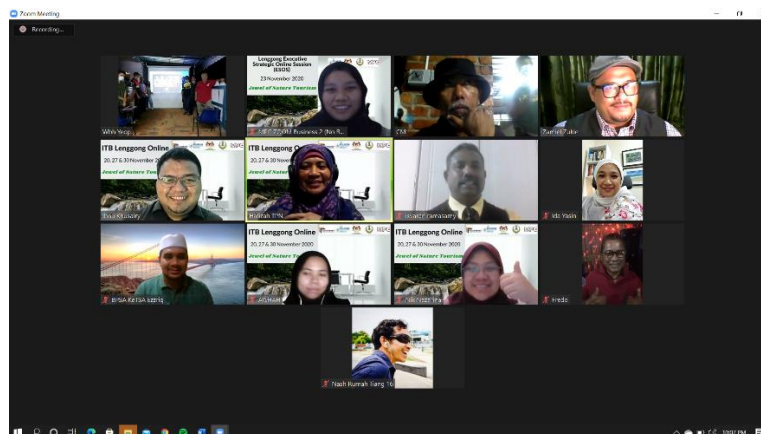


Figure 3 Inbound Tourism Bootcamp (ITB) Group 1



Figure 4 Executive Strategic Online Session (ESOS) Nature Tourism Lenggong

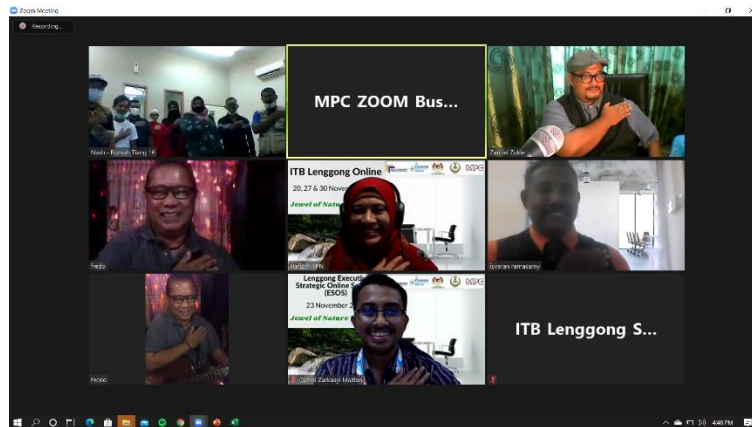


Figure 5 ITB Group 2

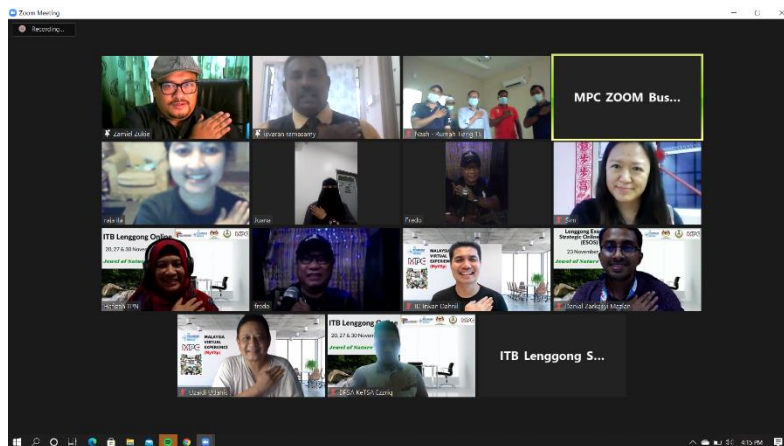


Figure 6 ITB Group 3

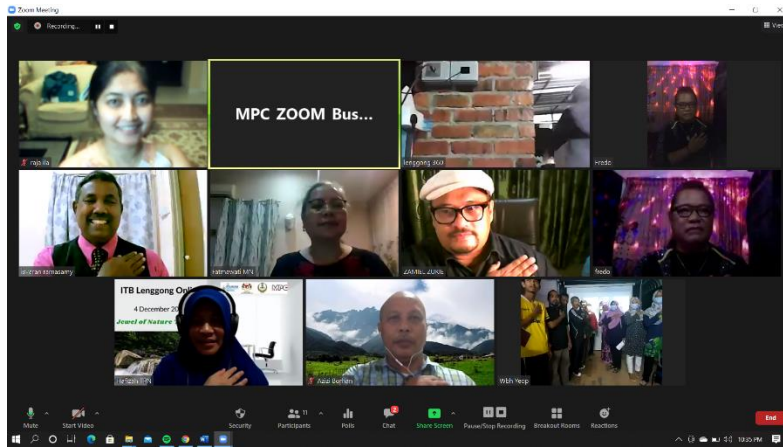


Figure 7 ITB Group 4

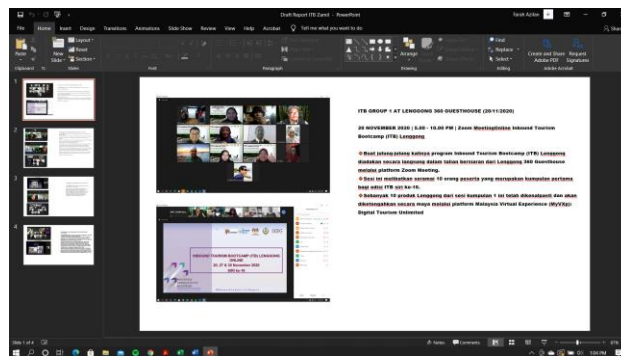
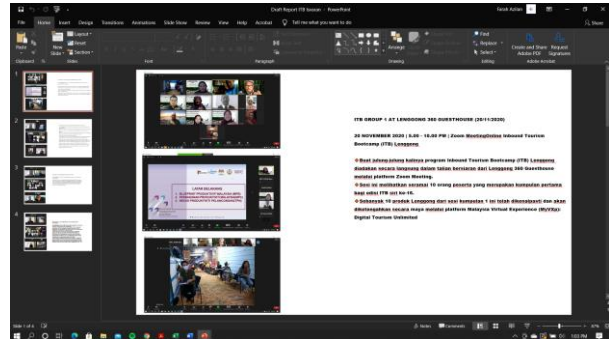
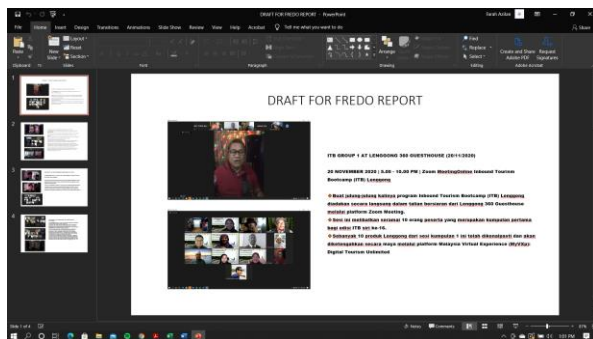


Figure 8 Draft for ITB reports

Prepared by: Farah Nabihah binti Azilan

Disemak oleh:



(DANIAL ZARKASYI BIN MAZLAN)

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