

**ATTACHMENT A**  
**SERVICE DELIVERABLES FORM**

**Name : Muhamad Taufik bin Meh**

**IC Number : 901008-09-5277**

**Month : DISEMBER**

No.	Date	Total Hour	Amount Charges (RM)	Relevant Writing Materials (RM)	Minutes Writing (RM)	Deliverables
1.	1/12/2020	2	-	-	150	Minutes
2.	7/12/2020	3	-	200	-	Gathering Input
3.	9/12/2020	-	-	100	-	Follow Up
<b>Total Fees</b>				<b>300</b>	<b>150</b>	

*Note: Please attach this form with attendance list, minutes of meeting and other relevant writing materials.*

**SUMMARY**

Item	Description	Quantity	Unit Price (RM)	Total (RM)
1.	Minutes of Meeting	3	50	150
2.	Prepare any relevant writing materials	3	100	300
3.	Proofread any relevant writing materials	-	-	-
			<b>TOTAL (RM)</b>	<b>450</b>

**Prepared by:**



**Abdul Rahman Kamis**  
 Assistant Manager  
 Malaysia Productivity Corporation

**Approved by:**



**Dr. Mazlina Shaf'i**  
 Deputy Director  
 Malaysia Productivity Corporation

**MINUTES OF MEETING**  
**MEPN Follow Up Meeting on Production of PRODUCTIVITY1010 Video**

**Date** : **1 December 2020**

**Time** : **11 a.m. – 12 noon**

**Venue** : **Microsoft Team**

**Chairman** : **Dr. Mazlina Shafii**

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**Agenda:**

1. Welcoming Address
2. Updates on the Progress of Video Production
3. Discussion and Decision on Video Production
4. Closure of Meeting

Attendance: As per Appendix A

<b>No.</b>	<b>Discussion / Decision</b>	<b>Action</b>	<b>Remarks</b>
<b>1.</b>	<b>Welcoming Address</b>		
	The Chairman welcomed everyone to the meeting. The meeting started at 11 a.m.	For information	
<b>2.</b>	<b>Updates on the Progress of Video Production</b>		

	<p>2.1 Ms. Shezlina updated the meeting on the progress of video production as follows:</p> <ul style="list-style-type: none"> <li>• There are three versions of the video. The finalised version will be in Malay and the other two versions will follow this format.</li> <li>• Malay version – any parts in this video in other languages to be subtitled in Malay.</li> <li>• English version – any parts in this video in other languages to be subtitled in English.</li> <li>• Mandarin version – to be subtitled in Mandarin and to follow the format of English version.</li> </ul>		
<b>3.</b>	<b>Discussion and Decision on Video Production</b>		
	<p>3.1 The meeting agreed to reduce the duration of the video to be below than four minutes.</p> <p>3.2 MEPN agreed to provide additional photos of MEPN activities to Mr. Omaw for video production purpose.</p>	<p>For information</p> <p>For action</p>	<p>Mr. Abdul Rahman to provide the related photos to Mr. Omaw.</p>

	<p>3.3 Dr. Mazlina reminded video creator and RA Media that the translation for digitization in Malay is <i>pendigitan</i> or <i>transformasi digital</i>.</p> <p>3.4 MEPN agreed to change the title of the video to Transformasi Digital Melalui Productiviti1010.</p> <p>3.5 MEPN agreed to remove <i>Langkah Seterusnya</i> from the video.</p> <p>3.6 MEPN decided to introduce:</p> <ul style="list-style-type: none"> <li>• Mr. KH Tiong as <i>Presiden MATA</i> and <i>Penasihat Productiviti1010</i>.</li> <li>• Mr. David Khor as <i>Presiden MISI4.0</i> and <i>Penasihat Produktiviti1010</i>.</li> </ul> <p>3.7 Video Creator agreed to preview the 1<sup>st</sup> draft on the 4<sup>th</sup> Dec 2020. The 1<sup>st</sup> draft video doesn't include audio and graphic - only content.</p> <p>3.8 RA Media agreed to come back with a finalised video on the 7<sup>th</sup> Dec 2020 at 11 a.m.</p>	For information  For information  For information  For information	
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	<ul style="list-style-type: none"> <li>• Mr. Abdul Rahman will send an invitation link to the meeting to everyone.</li> </ul>		
<b>4.</b>	<b>Closure of Meeting</b>		
	The Chairman thanked everyone for their present. The meeting adjourned at 12 noon.		

Prepared by:



**MR. MUHAMAD TAUFIK BIN MEH**

Coordinator,  
Machinery & Equipment Productivity Nexus (MEPN)

Approved by:



**DR. MAZLINA SHAFI'I**

Program Manager,  
Machinery & Equipment Productivity Nexus (MEPN)

## **Appendix A**

### **LIST OF ATTENDANCE**

1. Dr. Mazlina Shafii  
MPC
2. Mr. Abdul Rahman Kamis  
MPC
3. Ms. Mimi  
MEIF
4. Ms. Shezlina  
RA Media
5. Ms. Eiffa  
RA Media
6. Mr. Omaw  
Video Creator
7. Mr. Taufik  
MEPN

# Gathering Input for PRODUCTIVITY1010 Business Model

Business Model		Productivity1010 Business Model				SWOT Analysis	
Program Title:	PRODUCTIVITY1010	Designed for:	MEPN	Designed by:	MEPN	Date:	Version:
<b>Key Partners</b>		<b>Key Activities</b>		<b>Value Propositions</b>		<b>Customer Relationship</b>	<b>Customer Segments</b>
1.MSI4.0 2.MATA 3.MTIB/MTC 4.MRC 5.MEIF 6.SHRDC 7.MDEC 8.Intermediaries and Fund Providers		1.Appointment of Mentor 2.Train the Mentor 3.Engagement with Relevant Stakeholders 4.Promotion through Various Platforms 5.Digitalisation Self-Diagnostic Tool 6.Governance Meeting 7.Monitoring Arrangement 8.Group Mentoring 9.Individual Mentoring 10.Preparation of Roadmap 11.Customer Feedback		1. Digitalisation Readiness Score 2. Transfer Knowledge and Technology Know-How 3. Individual Digitalisation Blueprint 4. Coordinate to Relevant Fund/ Grant Providers		1. Online Mentoring Group WhatsApp 2. Customer Evaluation 3. Co-Creation for Intervention / to have opportunity to go further with intervention grant and link up other partners.	1.M&E and ESS Industries 2.Timber Industry 3.Chemical Industry 4.E&F Industry 5.Rubber Industry 6.Other Manufacturing Industry
		<b>Key Resources</b>		<b>Channels</b>		<b>Revenue Streams</b>	
		1.Microsoft Team 2.Online Mural 3.External Hard Disk 4.Cloud Services 5.Internet Coverage 6.Mentor Services 7.Coordination Services 8.Secretariat 9.Evaluation Services		1.Digitalisation Self-Diagnostic Tool 2.Online Meeting Room 3.Online Collaboration Tools 4.Promotional Materials 5.Webinar 6.Mass Media Coverage 7.Social Media Coverage 8.Showcase Best Practices		Not applicable	
				<b>Cost Structure</b>			
				1. Mentor Fee 2. Coordinator Services Fee 3. Online Meeting Provider Fee 4. Evaluation Services Fee 5. Speaker Fee 6. Moderator Fee 7. Trainer Fee 8. Cost of Promotional Item 9. Mass Media Charges 10. Online Platform Subscriptions 11. Monthly Subscription Internet Data 12. Purchase Physical Device 13. Mileage Claim 14. Participation Voucher 15. Cost of Roadmap Preparation			<b>Strengths</b>
							<b>Weaknesses</b>

1. Provide Guidance on ROI Calculation (- To identify viability of projects, - Help to prioritise projects to get most benefit) 2. Simplest and faster assessment and blueprint 3. Set up of Whatsapp group amongst mentor and companies enable mentor to spend more time with companies. 4. Promote peer-to-peer mentoring 5. 6. 7. 8. 9. 10.	1. Still have to go for Ind4WRD RA 2. The need to formalise member for P1010 governing committee 3. Low take-up rate 4. Difficult to get a mutual date and time for both mentor and companies 5. Difficult to get company from similar industry in one mentoring session 6. The time given is not appropriate (5 hours group, 1 hour individual) 7. Difficult to get 5 companies in one mentoring session 8. Preparation of Final Report taking lot of time. 9. 10.			
<b>OPPORTUNITIES</b>	<b>THREATS</b>			
1. ROI able company to secure available grants 2. Streamline with RA for Intervention review with MOF, MIDA 3. To develop taskforce to streamline activities and grants 4. Spider-Web diagram is the best visualisation to help company to see their strengths and weaknesses. 5. 6. 7. 8. 9. 10.	1. P1010 not to compete with RA but 2. 3. 4. 5. 6. 7. 8. 9. 10.			
<b>PDCA</b>		<b>PLAN</b>	<b>DO</b>	
		1. Propose mentor to do follow up after the mentoring session. 2. Mentor can invite guest mentor with relevant experience to join the mentoring session. 3. Increase number of mentor from different engineering / manufacturing fields 4. Improve take-up rate by 50% proposed by Mentor, 50% received from Secretariat. 5. Mentor can conduct their own webinar session with the help from Secretariat. 6. 7. 8. 9. 10.		

CHECK	ACTION
1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

## Red Colour: Follow Up

Mentor: Ir. Dr. Tan Chee Fai

No.	Company	PIC	Telephone No.	Email	Submission of Self Diagnostic Tool	Reality Check (Part 1) (1 hour)	Availability	SCHEDULE						
								Reality Check (Part 2) (1 hour)	ROI Calculation (1 hour)	KPI Review (1 hour)	Best Practices (1 hour)	Private Coaching (1 hour)	Submission of Roadmap	
1	Hing Yiap Knitting Sdn Bhd	Ms. Regina Leong	012-786 6878	<a href="mailto:regina@hingyiap.com">regina@hingyiap.com</a>			<span style="color: red;">She is available and will join the session</span>					18 Dec 2020 4.30pm - 5.30 pm		
2	Professional Tools & Dies Sdn Bhd	Mr. Max Lee	017-422 2995	<a href="mailto:maxxlee@professional-tools.com">maxxlee@professional-tools.com</a>			<span style="color: red;">He is available and will join the session.</span>					21 Dec 2020 4.00pm - 5.00 pm		
3	OMS Technology Sdn Bhd	Mr. Ong Seng Joo	016-215 7079	<a href="mailto:ongsengjoo@gmail.com">ongsengjoo@gmail.com</a>			<span style="color: red;">I called him but he did not answer the phone. I left a message to him at whatsapp. He replied and said he will come back to me later.</span>	11 Dec 2020 4.00pm - 5.00 pm	11 Dec 2020 5.00pm - 6.00 pm	16 Dec 2020 4.00pm - 5.00 pm	16 Dec 2020 5.00pm - 6.00 pm	17 Dec 2020 5.00pm - 6.00 pm	18 Dec 2020 5.30pm - 6.30 pm	
4	TNK Electronic Manufacturing Sdn Bhd	Mr. Calvin Lim	016-229 7448	<a href="mailto:mkt_tnk@tnkelect.com">mkt_tnk@tnkelect.com</a>			<span style="color: red;">He said Dr. Tan told him the session will be on 14 and 16 Dec. He is waiting for confirmation from MPC. Please update him once MPC can confirm the schedule.</span>					22 Dec 2020 4.00pm - 5.00 pm		
5	Falcon Safe Malaysia	Mr. Francis Yeoh	013-464 6222	<a href="mailto:francis@falconsafe.com">francis@falconsafe.com</a>			<span style="color: red;">He rejected my call. However, I left a message to him at whatsapp saying that Dr. Tan scheduled a session for him on 11 Dec, from 4pm - 5pm. I asked him to confirm his availability for</span>					21 Dec 2020 4.00pm - 5.00 pm		