

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
Total Fees				300	150	

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	-	-	-
TOTAL (RM)				450

Prepared by:



Abdul Rahman Kamis
Assistant Manager
Malaysia Productivity Corporation

Approved by:



Dr. Mazlina Shafi'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

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

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

	<p>2.1 Ms. Shezlina updated the meeting on the progress of video production as follows:</p> <ul style="list-style-type: none"> • There are three versions of the video. The finalised version will be in Malay and the other two versions will follow this format. • Malay version – any parts in this video in other languages to be subtitled in Malay. • English version – any parts in this video in other languages to be subtitled in English. • Mandarin version – to be subtitled in Mandarin and to follow the format of English version. 		
3.	Discussion and Decision on Video Production		
	<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"> • Mr. KH Tiong as <i>Presiden MATA</i> and <i>Penasihat Productiviti1010</i>. • Mr. David Khor as <i>Presiden MISI4.0</i> and <i>Penasihat Produktiviti1010</i>. <p>3.7 Video Creator agreed to preview the 1st draft on the 4th Dec 2020. The 1st 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 7th Dec 2020 at 11 a.m.</p>	<p>For information</p> <p>For information</p> <p>For information</p> <p>For information</p> <p>For action</p> <p>For information</p>	<p></p> <p></p> <p></p> <p></p> <p>Mr. Omaw to email the 1st draft to everyone by 4th Dec 2020.</p>
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	<ul style="list-style-type: none"> Mr. Abdul Rahman will send an invitation link to the meeting to everyone. 		
4.	Closure of Meeting		
	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				
Program Title:	Designed for:	Designed by:	Date:	Version:
PRODUCTIVITY1010	MEPN	MEPN		
Key Partners	Key Activities	Value Propositions	Customer Relationship	Customer Segments
1.MISI4.0 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.Digitisation Self-Diagnostic Tool 6.Governance Meeting 7.Mentoring Arrangement 8.Group Mentoring 9.Individual Mentoring 10.Preparation of Roadmap 11.Customer Feedback	1. Digitisation Readiness Score 2. Transfer Knowledge and Technology Know-How 3. Individual Digitisation Blueprint 4. Coordinate to Relevant Fund/ Grant Providers	1. Online Mentoring 2. Group Whatsapp 3. Customer Evaluation 4. 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&E Industry 5.Rubber Industry 6.Other Manufacturing Industry
Key Resources		Channels		
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.Digitisation 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		
Cost Structure				
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				
Revenue Streams				
Not applicable				
SWOT ANALYSIS				
STRENGTHS		WEAKNESSES		

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.		
OPPORTUNITIES	THREATS		
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.		
PDCA			
PLAN	DO		
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.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.		

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

Red Colour: Follow Up

Mentor: Ir. Dr. Tan Chee Fai

						SCHEDULE							
No.	Company	PIC	Telephone No.	Email	Submission of Self-Diagnostic Tool	Reality Check (Part 1) (1 hour)	Availability	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	regina@hingyiap.com		11 Dec 2020 4.00pm - 5.00 pm	She is available and will join the session	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 4.30pm - 5.30 pm	
2	Professional Tools & Dies Sdn Bhd	Mr. Max Lee	017-422 2995	maxlee@professional-tools.com			He is available and will join the session.					21 Dec 2020 4.00pm - 5.00 pm	
3	OMS Technology Sdn Bhd	Mr. Ong Seng Joo	016-215 7079	ongsengjoo@gmail.com			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.					18 Dec 2020 5.30pm - 6.30 pm	
4	TNK Electronic Manufacturing Sdn Bhd	Mr. Calvin Lim	016-229 7448	mkt_tnk@tnkelect.com			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.					22 Dec 2020 4.00pm - 5.00 pm	
5	Falcon Safe Malaysia	Mr. Francis Yeoh	013-464 6222	francis@falconsafe.com			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					21 Dec 2020 4.00pm - 5.00 pm	