**4.0 DIVISION OF WORKLOAD**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | Tasks | Person in charge | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Week 8 | Week 9 | Week 10 | Week 11 | Week 12 | Week 13 | Week 14 |
| 1 | Forming group | Leong | **√** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Brainstorming | Leong, Farid,  Eugene | **√** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Select title | Leong, Farid,  Eugene |  | **√** |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Finding the articles | Leong, Farid,  Eugene |  | **√** | **√** |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Writing proposal  i) Introduction ii) Literature Review iii) Data Collection Method iv) Division of Workload | i)Leong, Eugene  ii)Leong, Farid,  Eugene  iii)Leong  iv)Eugene |  | **√** | **√** |  |  |  |  |  |  |  |  |  |  |  |
| 6 | Review of Literature | Leong, Farid,  Eugene |  |  |  | **√** | **√** |  |  |  |  |  |  |  |  |  |
| 7 | Methodology  i)Design Data Collection  ii)Data Analysis Procedure  iii) Submission of Introduction,  Literature Review and Methodology | i) Leong  ii)Eugene  iii)Leong, Farid,  Eugene |  |  |  |  |  | **√** | **√** |  |  |  |  |  |  |  |
| 8 | Findings and Discussions  i) Write The Findings & Discussion  ii)Find Secondary Sources | i)Leong, Farid,   Eugene  ii)Leong, Farid,  Eugene |  |  |  |  |  |  |  | **√** |  | **√** | **√** |  |  |  |
| 9 | Conclusions and Recommendations  i) Conclusion  ii)Recommendation | i)Farid  ii)Leong, Farid,  Eugene |  |  |  |  |  |  |  |  |  |  | **√** | **√** |  |  |
| 10 | Writing Final Report  i)Introduction  ii)Review of Literature  iii)Methodology  iv)Finding and Discussion  v)Conclusion and Recommendation  vi)References  vii)Appendix  viii)Gantt Chart | i)Leong  ii)Leong, Farid,  Eugene  iii)Eugene  iv) Leong, Farid,  Eugene  v)Farid  vi)Leong  vii)Farid  viii)Eugene |  |  |  |  |  |  |  |  |  |  |  |  | **√** |  |
| 11 | Oral Presentation | Leong, Farid, Eugene |  |  |  |  |  |  |  |  |  |  |  | **√** | **√** |  |
| 12 | Submission of Final Report | Leong, Farid, Eugene |  |  |  |  |  |  |  |  |  |  |  |  |  | **√** |
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