**The 1st SATREPS-OTEC Programme Meeting**

**Date: Friday, 10 January, 2020**

**Venue: Bilik llmuan 1, Anjung Menara Razak, UTM Kuala Lumpur**

Time: 9:00-12:00

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| (Semi-Annual Meeting: Every 6 months)  -All members will be attending.  \*including cooperate members and Japanese Researchers as an observers.(Prof. Ikegami, Dr. Yasunaga, Mr. Jitsuhara and Mr. Watanabe from Xenesys.)    **Progress Report by each project Leader or Representative.**  Brief Financial/ Physical Progress in 5 slides for example…  Slide 1: Purpose of the project  Slide 2: Financial Report  Slide 3: Physical Progress in 6 months  Slide 4: Challenges  Slide 5: Plan of next 6 months    **Tentative Time Table:**  9:00 Opening Remarks from Project Director  **Report from each project (10min+5minQ&A)**  9:05-9:20    Presentation by Project 1  9:20-9:35    Presentation by Project 2  9:35-9:50    Presentation by Project 3  9:50-10:05  Presentation by Project 4  10:05-10:20 Presentation by Project 5  10:20-10:40 Tea Break  10:40-10:55 Presentation by Project 6  10:55-11:10 Presentation by Project 7  11:10-11:25 Presentation by Project 8  11:25-11:40 Presentation by Project 9  11:40-11:55 Presentation by Project 10  11:55 Closing Remarks from Research Director  Group photo session/ Lunch |
| **REQUEST for Project Leaders:**  Please prepare brief (10min) presentation to shear your project team’s progress. If you are NOT available, please make sure to send your representative to make  a presentation. Thank you very much. |

**Joint Meeting for Social Implementation of Malaysia Model**

Time: 14:45-16:30

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| -All members will be attending  \*including cooperate members as observers.    **1-11 Dec 2019 OTEC Training in Japan Report with Malaysia Model Ideas from the Training Participants. (3 group)**  Explanation of ‘Malaysia Model’ and request for each group.    **Tentative Time Table:**  14:45 Opening  **Report from each project (15min)**  14:45-15:00 Presentation by Group 1  15:00-15:15 Presentation by Group 2  15:15-15:30 Presentation by Group 3  **Q&A session (15min)**  15:45-16:30 Explanation of Malaysia Model by Prof. Ikegami. Q & A and Discussion Session accordingly.  16:30  Closing |
| **REQUEST for Training Participants (3 groups):**  Please prepare brief (15 min) presentation to shear your training experience in Japan and present your group ideas of Malaysia Model.  **REQUEST for Project 10**(Business Development):  We’ll organize the pre-meeting on 9 Jan, 2020. 10:00-12:00@meeting room UTM OTEC. |