

**APPRENTICESHIP REPORT MEETUP
COWORKING & OFFICE SPACE
PEKANBARU – RIAU**

**Nurul Emilin
5504221059**



**ENGLISH FOR BUSINESS AND PROFESSIONAL
COMMUNICATION STUDY PROGRAM
LANGUAGE DEPARTMENT
STATE POLYTECHNIC OF BENGKALIS
2025**

APPROVAL SHEET

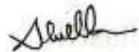
**APPROVAL SHEET
APPRENTICESHIP REPORT
MEETUP COWORKING & OFFICE SPSCE
PEKANBARU – RIAU**

Written as one of the requirements for completing Apprenticeship

NURUL EMILIN
5504221059

Pekanbaru, November 22th 2025

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ACCEPTANCE SHEET

ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of Nurul Emilin Reg. Number 5504221059 who has apprenticeship at MeetUp Coworking & Office Space started from July 21st to November 21st 2025. This report is to used for partial fulfilment of the State Polytechnic of Bengkalis. This report is complete and satisfactory in all respect, and any all revisions required by the apprenticeship report examine committee had been made

Bengkalis, November 22nd 2025

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ACKNOWLEDGEMENT

Praise be to God Almighty, for His mercy and grace, the writer has been able to complete this internship report successfully. This report is prepared as one of the academic requirements for completing the internship program, which is an integral part of the curriculum in the English for Business and Professional Communication Study Program, Language Department, State Polytechnic of Bengkalis.

In the preparation of this report, the writer realizes that the successful implementation of the internship program would not have been possible without the support and assistance of various parties. Therefore, with all due respect and humility, the writer would like to express sincere gratitude to:

1. Mr. Jhony Custer, ST., MT as the director of State Polytechnic of Bengkalis.
2. Mrs. Diah Paramita Sari, M.Pd as the Head of Language Department.
3. Mrs. Fanalisa Elfa, M.Pd as the head of D-IV English for Business and Professional Communication Study Program.
4. Mrs. Arita Destianingsih, M.Pd as the coordinator of apprenticeship of English for Business and Professional Communication and also as writer's advisor during the apprenticeship program.
5. Ms. Shiella Deani, B.Arch as the Managing Director of MeetUp Coworking & Office Space.
6. Mrs. Winda Oktavia, S.I.Kom as the Manager Hub & Program of MeetUp Coworking & Office Space, also as a writer's advisor during the apprenticeship program in MeetUp Coworking & Office Space.
7. Many thanks of all the big family of MeetUp Coworking & Office Space who have guided and provided many lessons during the internship.
8. Especially to my parents and all of my big family, who have given love, prayers, and support during college and internship.
9. I am also very grateful for someone who has accompanied and always provided support in every moment during the internship process.

10. And the last, for all of my friends who always provide support, especially to Sri Wahyuni, my practical work partner who always encourages me, shares stories both joy and sorrow.
11. I would like to thank my parents, who have always been my biggest supporters throughout my journey, and I am also grateful to my brother, sister, and friends, who have encouraged me along the way.
12. And I would like to thank Muhammad Sakir, who always supports me and encourages me in the process.

The author realizes that this report is far from perfect. Therefore, constructive suggestions and criticisms are highly expected for the sake of improving this report in the future. Finally, I hope this report can provide benefits to readers and become useful documentation for all interested parties.

Bengkalis, January 9th, 2025

Best Regards,

A handwritten signature in blue ink, appearing to read 'Nurul Emilin', with a stylized, cursive script.

Nurul Emilin
Rig Number : 5504221059

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CHAPTER I

INTRODUCTION

1.1 Background of the Apprenticeship

Internship or Apprenticeship is a learning process that combines the theory learned in college with actual practice in the industrial world. Through the internship program, students have the opportunity to apply the knowledge gained in a real work environment and develop the skills needed to face professional demands in the future. Therefore, the internship program has a very important role in preparing students to enter the increasingly competitive world of work.

State Polytechnic of Bengkalis is the only state polytechnic in Riau, located on Jl. Bathin Alam, Sungai Alam, Bengkalis. The campus was first established in 2000 and was the first polytechnic campus in Riau. Through the Gema Bahari Foundation, on July 29th 2011, Politeknik Bengkalis officially became a State Polytechnic from the name “Politeknik Perkapalan Bengkalis” to State Polytechnic of Bengkalis. On December 26th 2011, State Polytechnic of Bengkalis was inaugurated by the Minister of Education and Culture of the Republic of Indonesia.

State Polytechnic of Bengkalis has 8 majors including: Business Administration, Civil Engineering, Electrical Engineering, Mechanical Engineering, Information Technology, Language, and Maritime. From these 8 departments there are 21 study programs consisting of D-II, D-III and D-IV.

State Polytechnic of Bengkalis as an educational institution that focuses on developing quality human resources, strongly supports internship activities for its students. As a form of implementation of the Tri Dharma of Higher Education, State Polytechnic of Bengkalis provides opportunities for students to deepen their knowledge and skills through internship programs in various agencies or companies that are relevant to their respective fields of study. With this internship program, it can provide students with practical experience that

can support them in the professional world. Every student, including students of the D-IV English for Business and Professional Communication study program is required to take part in internship activities as one of the graduation requirements.

In order to improve competence, career, and as a graduation requirement, the author in this case chose to carry out an internship at MeetUp Coworking & Office Space Pekanbaru, which is engaged in workspace rental services, meeting rooms, virtual offices, and PT creation services. Not without reason, the author chose this place because MeetUp Coworking & Office Space is the only Coworking Space in Pekanbaru City. Internships at MeetUp Coworking & Office Space offer a unique opportunity to develop professional skills in a collaborative and dynamic work environment. Most of the tenants who work there are startup companies, freelancers, and freelancers, so this will expand the professional network because it interacts directly with tenants who come from different company backgrounds.

This internship was carried out for 4 months starting from August 19 to December 19, 2025. Through Field Work Practice activities, it is hoped that the author will be able to apply the knowledge learned in campus about Public Relations, Digital Marketing, Social Media Specialist, Content Creation, and Customer Service, and the marketing media is mostly through social media. In addition, it can certainly expand the author's knowledge to carry out various types of tasks properly and correctly, and be able to face the real world of work from the experience gained during the internship at MeetUp Coworking & Office Space.

1.2 Purpose of the Apprenticeship

1. Conduct & attend apprenticeship program MeetUp Coworking & Office Space.
2. To understand the application of technology and media used by MeetUp Coworking in improving efficiency and innovation in business.
3. To develop professional skills, communication and teamwork abilities in real projects in a collaborative and dynamic work environment.

1.3 Significance of the Apprenticeship

1.3.1 Significance for the Apprentice

Through the practical work program, the author can get benefits including gaining practical experience that allows the author to develop professional skills, improve communication skills, and expand professional networks. In addition, the author can apply the theories learned on campus to real-world situations.

1.3.2 Significance for State Polytechnic of Bengkalis

For the campus, practical work can strengthen relationships with industry, establish cooperative relationships with companies, increase work-ready graduates, and increase the academic reputation of the campus.

1.3.3 Significance for the Company

For the Company, this internship program brings the latest ideas and creativity from students obtained from the campus, and provides an opportunity to find potential employee candidates who have skills that match the Company's needs.

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile



Figure 2.1 MeetUp Coworking & Office Space

Source: MeetUp Coworking & Office Space

A coworking space, also known as a shared workspace, is a dynamic environment where individuals from various organizations come together to work. Typically designed as an open-plan area, it can accommodate a diverse range of users -from freelancers and entrepreneurs to startups and small teams. In addition to open communal areas, many coworking spaces also offer private rooms or small offices that can be rented by companies for group work. More than just a place to work, coworking spaces foster innovation, collaboration, and networking among tenants. They even serve as a gateway for startups to connect with potential investors and funding opportunities through spontaneous interactions and community events.

The concept of coworking spaces was first introduced to the public in 1995 in Germany through the establishment of a non-profit organization called C-Base. This organization aimed to encourage collaboration among its members and facilitate public gatherings centered around computer technology. Initially, the community was known as a "Hackerspace." Over time, the concept evolved into what we now recognize as a coworking space. The term "Coworking Space" itself was first coined by Bernard Brian DeKoven in 1999 to describe a shared workspace that fosters collaboration, creativity, and the exchange of ideas across different professions.

The term "coworking space" was officially introduced on August 9, 2005, in San Francisco, United States, which is widely recognized as the birth of the modern coworking concept. The first coworking space was established by Brad Neuberg at Spiral Muse, offering eight work desks in a single room. This space was not merely intended as a place to work, but also as a community hub, incorporating activities such as shared lunches, group meditation, and cycling events. This initiative marked a significant milestone in the evolution of collaborative work culture that has since expanded globally.

Hackerspace Bandung, founded by Yohan Totting in 2010 in the Sukaluyu area, is recognized as the first coworking space pioneer in Indonesia. The growing interest in this collaborative workspace concept led to the organization of the Indonesian Coworking Conference in Bali in February 2016, which ultimately resulted in the establishment of the Indonesian Coworking Community. This conference played a pivotal role in accelerating the development of coworking spaces across the country, including the emergence of MeetUp Coworking & Office Space in Pekanbaru as one of the local manifestations of this movement.

MeetUp Coworking & Office Space was inaugurated on January 19, 2019, located at Jl. Todak No 18, Marpoyan Damai District, Pekanbaru. The event was attended by the Head of the Pekanbaru Tourism and Culture Office, Dr. H Nur Faisal, M.Pd, as well as Assistant II for Economic and Development Affairs of the Pekanbaru City Government, Hj. Elsabrina, MP, and various communities from the creative industry.

As the pioneer of coworking spaces in Pekanbaru, MeetUp Coworking & Office Space is designed as a hub for collaboration among various stakeholders in the creative industry, including communities, businesses, government institutions, and other private sectors. MeetUp Coworking & Office offers a diverse range of workspaces accessible through both membership and non-membership systems, with flexible durations-hourly, daily, monthly, or annually. The facilities provided include coworking areas, dedicated desks, event spaces, classrooms, creator studios, private offices, meeting rooms, and multifunction halls.

In addition to providing workspace rental services, MeetUp Coworking & Office Space actively participates as a facilitator in various nationally and internationally recognized programs. These include the *Diplomat Success Challenge (DSC)* initiated by the Ministry of Cooperatives and Small and Medium Enterprises, *Startup Weekend Indonesia* hosted by Techstars-a global investment and innovation platform based in the United States, as well as *Baparekraf for Startup (BEKUP)* by the Ministry of Tourism and Creative Economy. Furthermore, MeetUp has been involved in the *National Movement of 1000 Digital Startups* led by the Ministry of Communication and Information Technology, along with numerous other community-oriented initiatives and social activities that are directly managed by the organization.

2.2 Vision and Mission

2.2.1 Vision

Helping to bring about change through Connect, Collaborate, and Create, CV MEETUP COWORKING is here to connect various parties so they can collaborate and create something new.

2.2.2 Mission

To be a hub of creativity and collaboration for creators, innovators, and entrepreneurs who contribute to the growth of communities and business ecosystems in Indonesia, particularly in Pekanbaru.

2.3 Kind of Business

MeetUp Coworking & Office Space operates as a service-oriented enterprise under the legal structure of a *Commanditaire Vennootschap (CV)*. The

business is categorized within the commercial property rental or real estate sector, utilizing a service-based business model that integrates physical space leasing with a comprehensive range of supporting amenities and professional services. Strategically positioned within both B2B (Business-to-Business) and B2C (Business-to-Consumer) segments, MeetUp Coworking & Office Space caters to a diverse clientele, including corporate entities, professional communities, and individual practitioners, thereby enhancing its market adaptability and service relevance.

The company offers work infrastructure services such as high-speed internet, electricity costs, office equipment, meeting rooms, and supporting facilities such as pantry, lounge, networking area. In the operational context, the 6 Company adopts a subscription-based business mode with a variety of rental periods ranging from hourly, daily, monthly, to annual. MeetUp Coworking & Office Space offers several services to customers, including:

1. Coworking Space

Coworking Area offers a comfortable co-working space with a capacity of 20 shared desks. For Rp50,000 per person per day, users can enjoy air conditioned room facilities complete with access to electricity, free internet, and unlimited free coffee and tea. This place is suitable for freelancers and corporate employees who are looking for a different working atmosphere from conventional offices.

2. Dedicated Desk Dedicated

Desk is a shared office space whose concept is closed and more private when compared to coworking spaces. This kind of workspace is suitable for freelancers who want to work at the same desk every day. For Rp50,000 per day and Rp1,000,000 per month, users can enjoy several facilities including free internet access, free use of the printer, and free unlimited coffee and tea.

3. Meeting Room

MeetUp Coworking & Office Space offers meeting rooms with a cozy and comfortable atmosphere, with facilities such as air-conditioned rooms, free

internet, whiteboard, projector & screen, flip chart, and free flow coffee & tea. For Rp 100,000 per hour, users can get all these facilities.

4. Classroom

For Rp200,000/hour, customer can use a classroom with a capacity of 25 people and can get facilities such as projector & screen, sound system & mic, whiteboard, and free flow coffee & tea.

5. Event Space

For rooms with a capacity of 30-60 pax, MeetUp Coworking & Office Space offers an Event Room that is commonly used for seminars and workshops. Customer only need to pay Rp 350,000/hour.

6. Function Hall

For a room with a larger capacity of 100-300 pax, MeetUp Coworking & Office Space offers a Function Hall room that can be used for seminars, corporate workshops, or intimate weddings. For 1 hour usage, users only need to pay Rp 1,000,000 or Rp 45,000/pax. Meanwhile, for full-day use, users only need to pay Rp 5,000,000.

7. Privat Office

For customers who need a more private workspace, MeetUp Coworking & Office Space provides a private, closed workspace with a capacity of 5 7pax. The room is equipped with facilities such as office furniture, free internet, printing, free use of the meeting room for 4 hours every month, electricity & water, cleaning service, free flow coffee & tea, and air conditioning. With such complete facilities, users only need to spend Rp 4,000,000/month.

8. Virtual Office

For customers who have a personal business but do not have a legal office address, MeetUp Coworking & Office Space offers virtual office services, where tenants are only entitled to have the address of the MeetUp Coworking office, but do not have physical space in the office. Tenants

will receive a domicile letter explaining that the office is located at MeetUp Coworking.

9. Legal Service

MeetUp Coworking & Office Space offers CV and PT establishment services with prices starting from Rp 3,500,000 for CV, and Rp 6,000,000 for PT establishment. Correspondence and legality needs will also be taken care of directly by MeetUp Coworking.

10. Event Organizer

In addition to offering room rentals, MeetUp Coworking & Office Space also provides Event Organizer services that can help organizations, communities, and companies run their events well. The event concept, decoration, and event equipment will be handled directly by the MeetUp 8 team, so that tenants do not need to bother preparing for their events. The prices offered also vary depending on the type of event and the size of the event.

2.4 Organization Structure

Organizational structure is a formal system that governs the division of tasks, responsibilities, and working relationships within an organization. This structure serves to ensure effective coordination and systematic organization across all departments and operational areas. In the context of MeetUp Coworking & Office Space, the organizational structure is designed to support efficient and collaborative operations. The organizational structure of MeetUp Coworking & Office Space is illustrated in the following image:

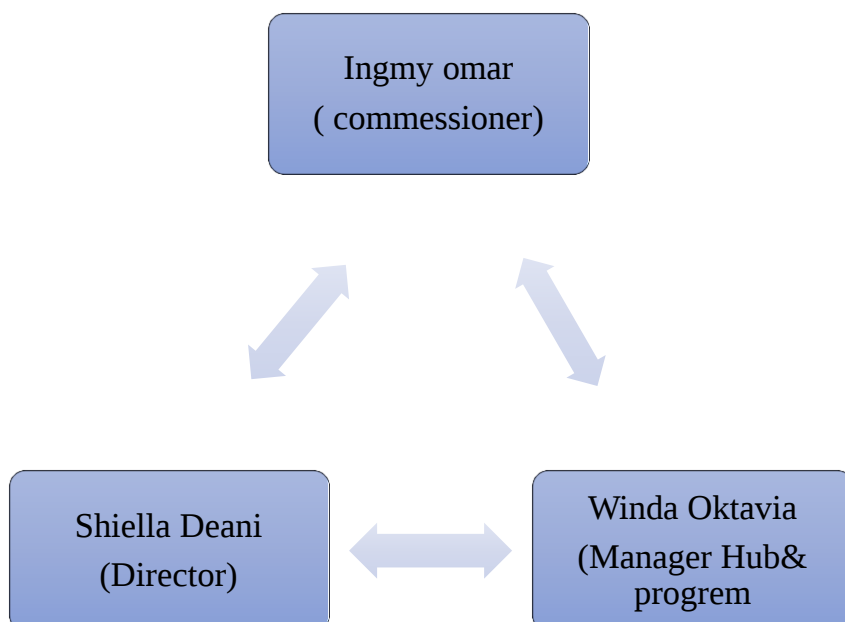


Figure 2.2 The organization structure of MeetUp Coworking & Office Space

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

As part of a four-month internship experience in the Marketing & Social Media Department, the author has undertaken various substantial and meaningful activities and tasks. This internship program took place from July 21 to November 21, 2025, during the program author had the opportunity to be directly involved in a range of professional activities. Throughout the internship period, the author gained practical experience and valuable insights into the dynamics of the professional working environment. This experience has served as an important learning process in developing competencies and preparing the author to face future career challenges.

To comprehensively describe the activities that have been carried out, the author will describe the following activities during the internship.

1. Creating content plan for social media.
2. Taking video & editing video.
3. Designing flyer or poster for Instagram content.
4. Managing social media. 5. Managing Google Business account
5. Creating and publishing article & FAQs at website.
6. Giving good serving for client & making reservation.
7. Making catalogue room for Facebook page& meeta
8. Preparing room for event and being vendor or event organizer.

3.2 System and Procedure

In its organizational operations, MeetUp Coworking & Office Space implements comprehensive and integrated systems and procedures to optimize the control and coordination of all company activities. This entity operates on an effective working schedule of eight (8) hours per day, from 09:00 to 18:00, with a one-hour break from 12:00 to 13:00. The operational period covers six working days per week, from Monday to Saturday, excluding Sundays and nationally designated public holidays.

From a professional attire standpoint, MeetUp Coworking & Office Space implements a flexible yet principled dress code policy that aligns with the dynamic character of startup-oriented organizations. This policy emphasizes contemporary values and encourages freedom of personal expression, while still upholding decorum. Personnel are permitted to wear either formal or casual work attire, provided it conforms to established standards of propriety, modesty, and professional appearance.

MeetUp Coworking & Office Space adopts an integrated and multi-faceted booking system designed to enhance accessibility and user convenience. The reservation process is facilitated through a variety of digital communication channels-such as social media platforms and telephonic correspondence-while also accommodating traditional, on-site bookings conducted directly at the company's premises. This multi-channel approach reflects the institution's commitment to operational efficiency and customer-centered service delivery.

The following is a system that the author uses to thoroughly examine each task that is offered:

1. Creating Content Plan for Social Media

The social media content development strategy implemented by MeetUp encompasses two Instagram accounts with different areas of focus, namely @meetupcoworking.co.id and @meetupinterior.id. The @meetupcoworking.co.id account features various types of content in the form of single posts, carousels, soft-selling videos, and educational videos aimed at increasing brand awareness. These contents highlight information about coworking space services, the types of

rooms available for rent, as well as summaries of events or activities previously held at MeetUp Coworking & Office Space. Meanwhile, the @meetupinterior.id account focuses more on presenting interior design inspirations for residential and commercial buildings, delivered through visually appealing and informative single and carousel posts.

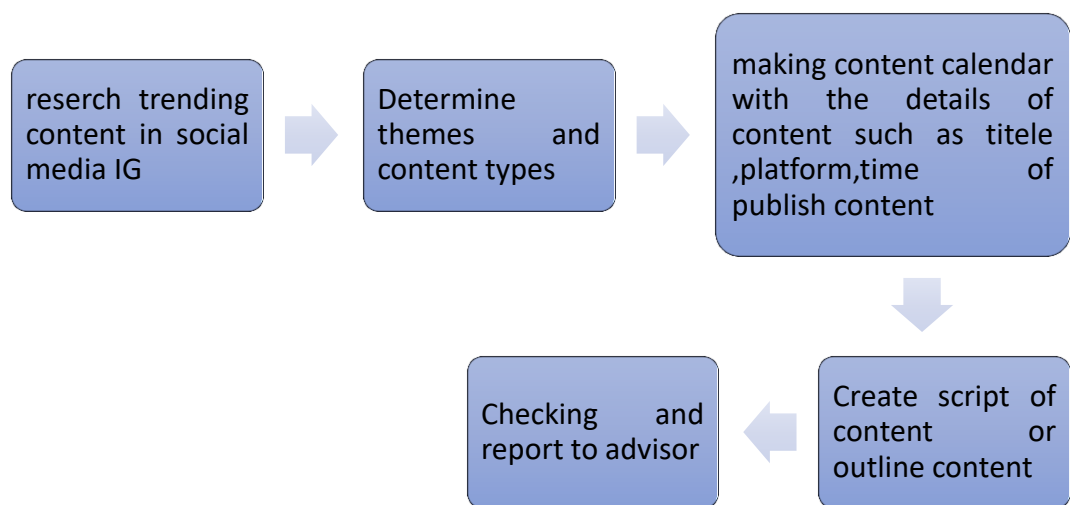


Figure 3.1 Flowchart of Creating Content Plan

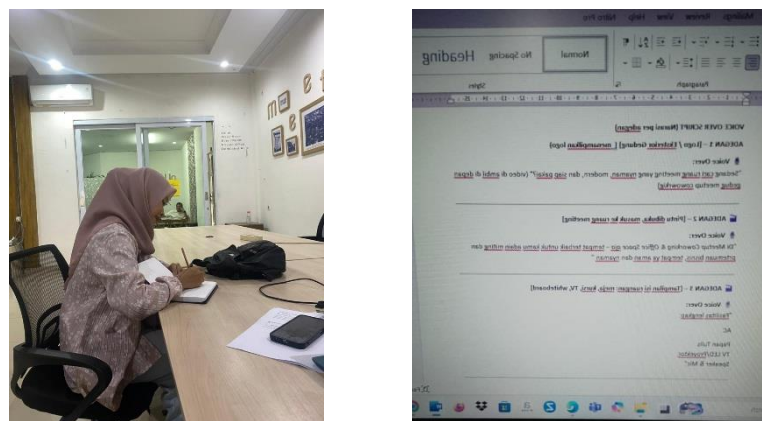


Figure 3.2 Creating Content Plan

Source: Process Data 2025

2. Taking and Editing Video

The author was responsible for producing video content for the Instagram account @meetupcoworking.co.id, focusing on documenting the coworking space environment, the various types of rooms available for rent at MeetUp Coworking & Office Space, as well as the activities and events held at the location. In addition to creating promotional content for MeetUp Coworking's social media, the author also carried out video shooting for the personal café design project guided by the Commissioner of MeetUp Coworking & Office Space, Ms. Ingmy Omar. Upon completion of the video shooting process, the work continued with the video editing stage in order to prepare the content for publication on digital platforms

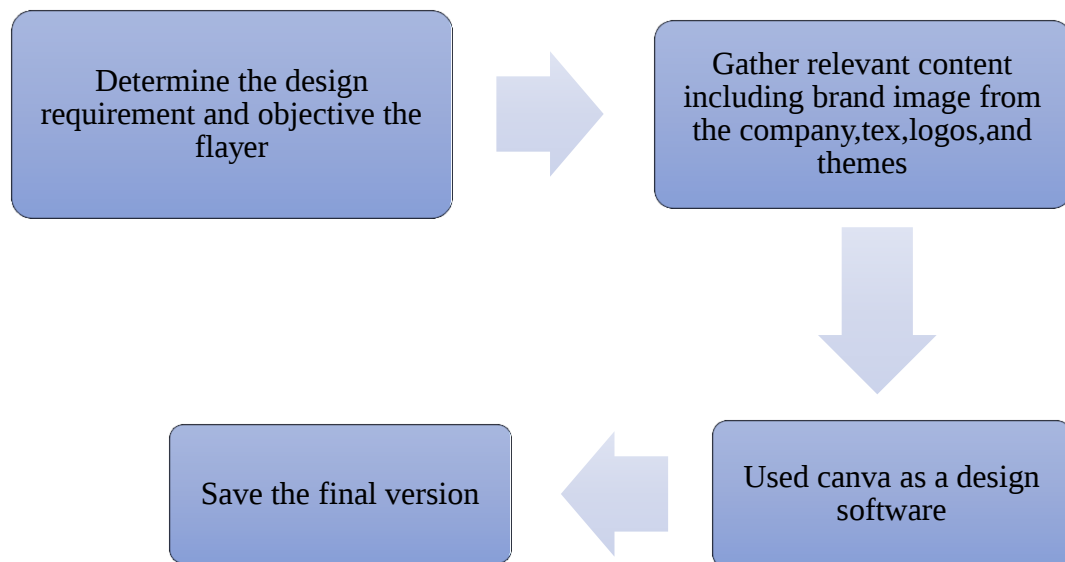


Figure 3.3 Flowchart of Taking Video

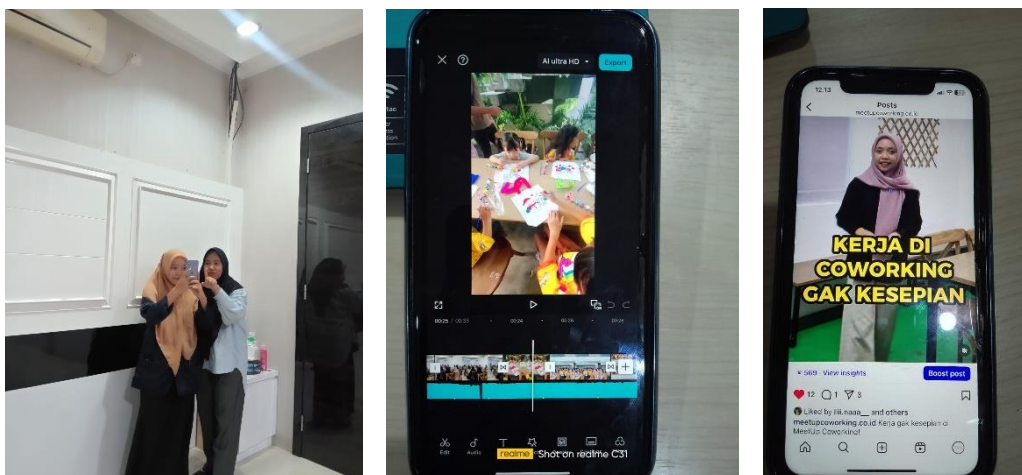


Figure 3.4 Taking and Editing Video
Source: Process Data 2025

3. Designing Flyer or Poster for Instagram

Making meetup Instagram there are such activities e conducted by the content like designing flyers, posters, and banners about room promotions at MeetUp Coworking Space. In addition to designing room promotions at MeetUp Coworking, the author is also responsible for designing room design inspiration posters for the meetup interior Instagram account, as well as designing posters, flyers, and the Temu Coworking Indonesia 2024.

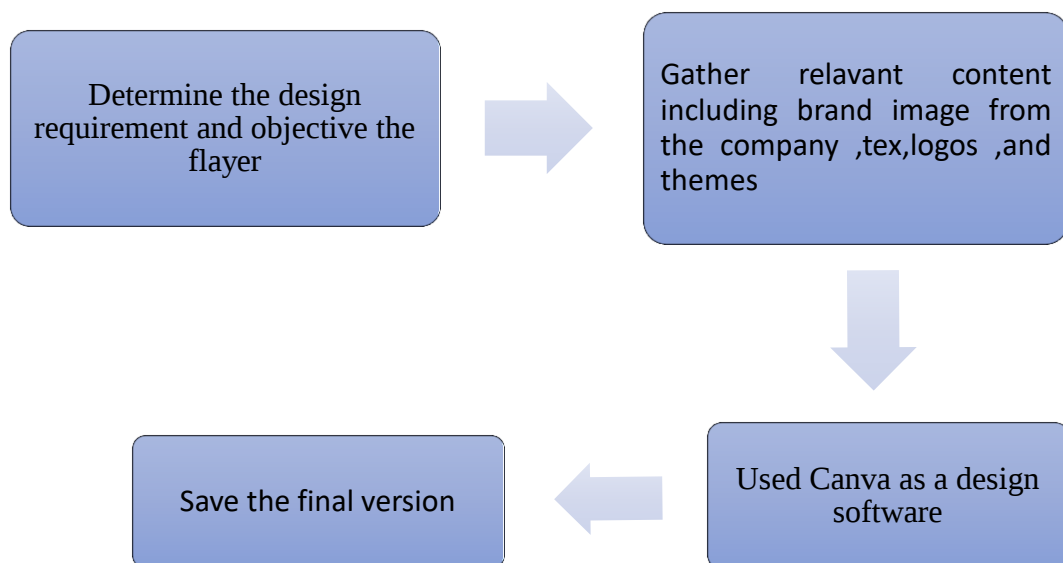


Figure 3.5 Flowchart of Designing Flyer

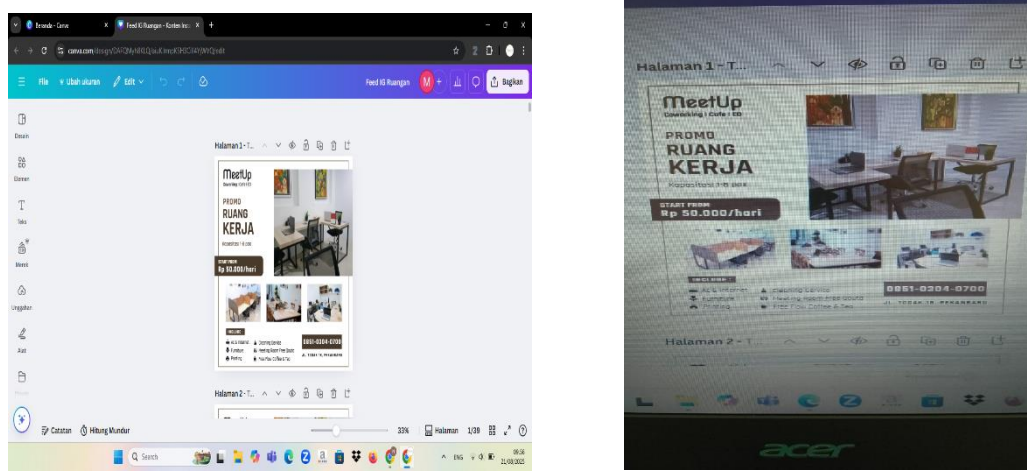


Figure 3.6 Designing Flayer

Source: Process Data 2025

4. Managing Social Media

The author served as a *social media manager* for the Instagram and Facebook accounts of MeetUp Coworking Space. The primary responsibilities included managing and publishing content in various formats, such as stories, feeds, and reels. In addition, the author was required to monitor and respond to incoming messages promptly, accurately, and effectively in order to maintain the quality of audience engagement. The use of social media was not only directed toward strengthening brand image (*brand building*), but also functioned as a strategic promotional tool and a medium for delivering the latest updates about the company.

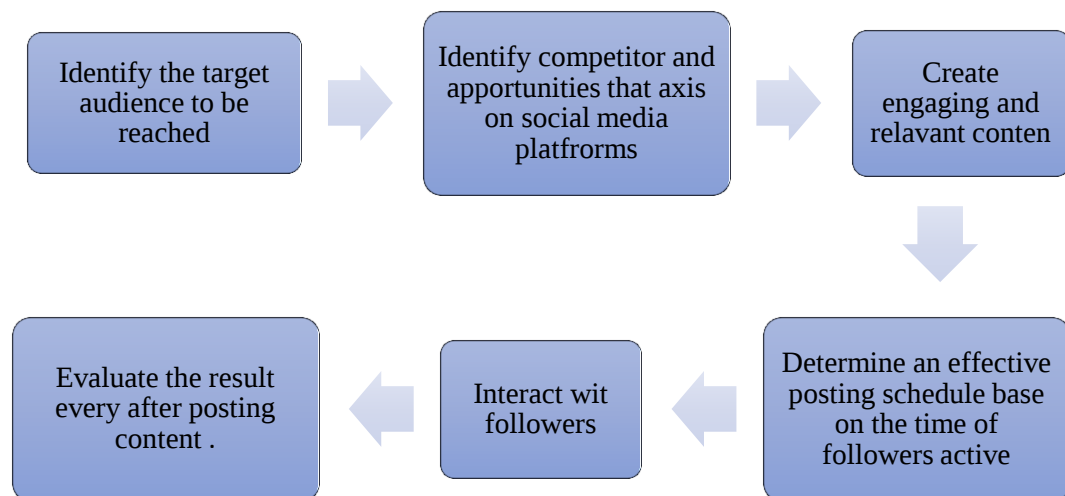


Figure 3.7 Flowchart of Managing Social Media

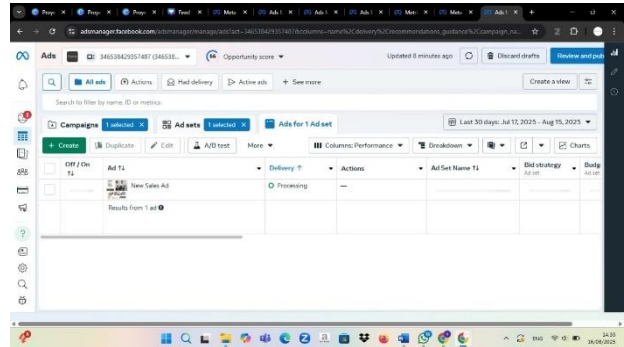
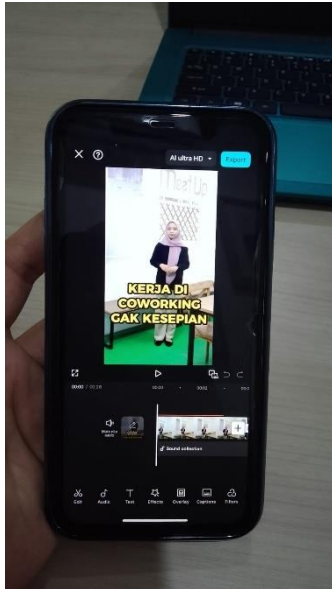


Figure 3.8 Managing Social Media

Source: Process Data 2025

5. Managing Meta Ads Account

The author managed the Meta Ads account of MeetUp Coworking & Office Space by planning campaigns, setting target audiences, and monitoring performance metrics such as reach, CTR, and conversions. This role ensured that advertising budgets were used effectively while optimizing campaigns to enhance brand visibility and attract potential customers.

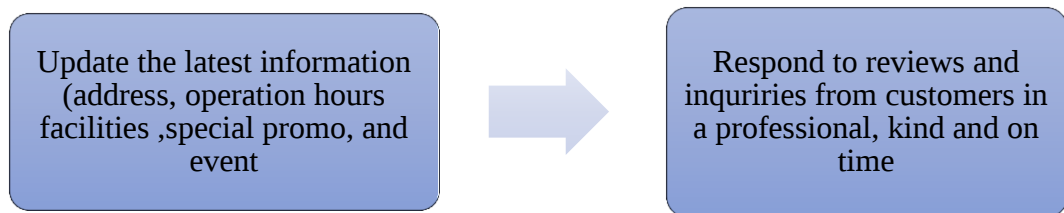


Figure 3.9 Flowchart of Managing Meta Ads Account

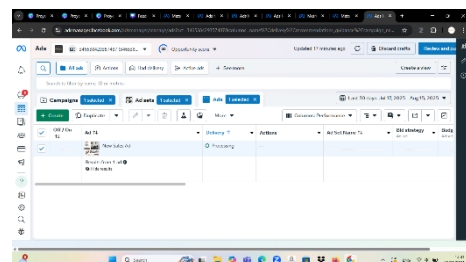
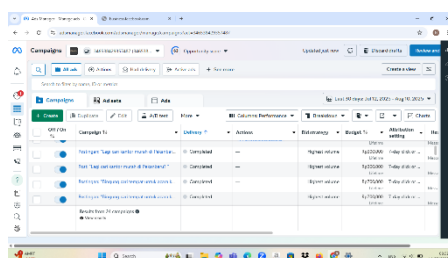


Figure 3.10 Managing Meta Ads Account

Source: Process Data 2025

6. Creating and Publishing Article

The author was responsible for writing a promotional article about the availability of space at MeetUp Coworking & Office Space that can be utilized as a venue for school graduation ceremonies. The article was designed to provide comprehensive information regarding room capacity, supporting facilities, and the advantages of the environment offered by the company. Furthermore, the article also functioned as a digital promotional medium aimed at attracting educational institutions to consider MeetUp as an alternative venue for hosting formal events, particularly graduation ceremonies.

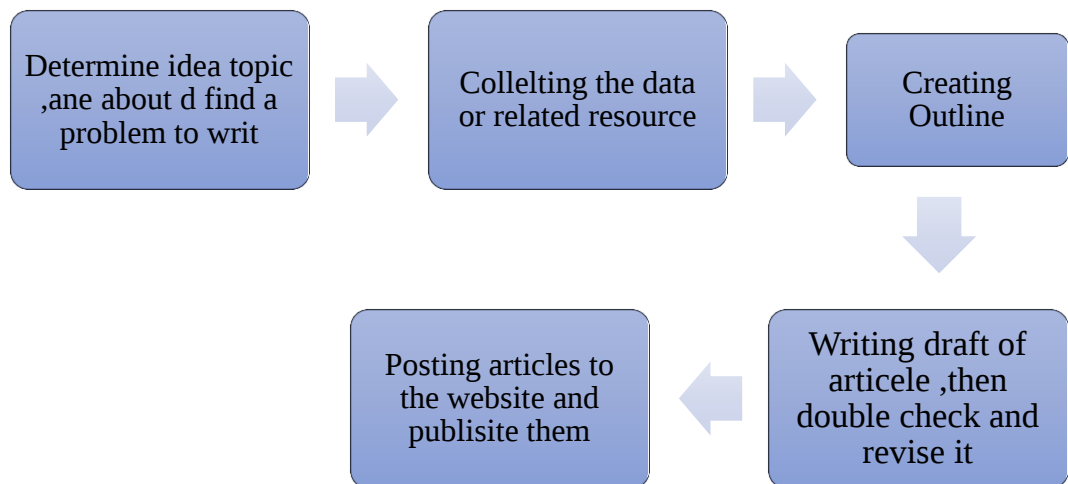


Figure 3.11 Flowchart of Creating & Publishing Article

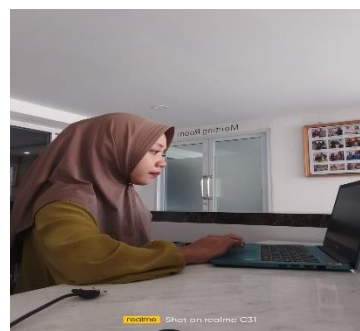


Figure 3.12 Creating & Publishing Article

Source: Process Data 2024

7. Preparing monthly reports

The author was also responsible for presenting a summary of the monthly activities conducted at MeetUp Coworking & Office Space. The presentation included reports on various activities, such as room rentals, event implementations, and community programs organized during the period. In preparing the presentation, the author developed materials supported by quantitative data, photographic and video documentation, as well as a brief analysis of participation levels and activity effectiveness. The main purpose of this presentation was to provide management with a comprehensive overview of the achievements and developments accomplished, while also serving as an evaluation tool for future program planning.

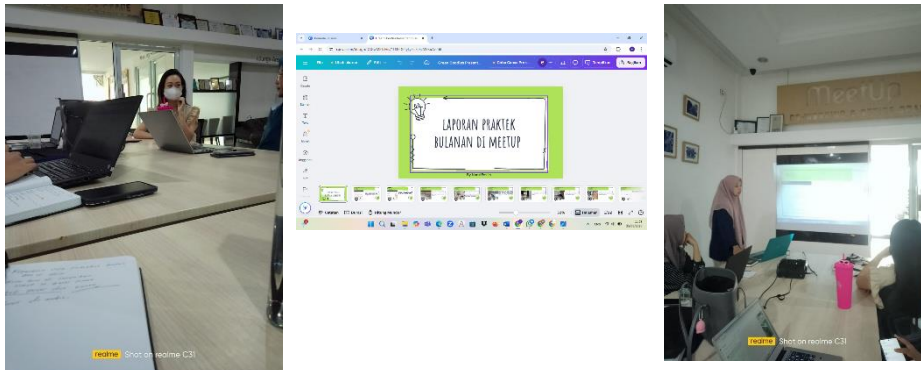


Figure 3.13 Preparing monthly reports

Source: Process Data 2025

8. Giving good services for clients

Providing service to prospective clients and managing room reservations are essential responsibilities in the operation of a coworking space. These tasks encompass various aspects of customer service and reservation management. The staff member is expected to greet clients in a friendly and professional manner, while actively identifying their specific needs-such as the required room capacity, duration of use, special equipment, and preferred room setup.

During the reservation process, the staff must check the availability of the requested room for the desired date and time. Additionally, they are responsible for clearly explaining the available facilities, rental fees, payment policies, and cancellation terms. This process should be conducted in a transparent and informative manner to ensure customer satisfaction and build trust in the services offered.



Figure 3.14 Giving good services for clients

Source: Process Data 2025

9. Preparing room for event and being vendor or event organizer.

The author is responsible for ensuring all equipment such as chairs, tables, sound systems, projectors, and other equipment are arranged according to the approved layout. The author also needs to coordinate with external vendors such as catering and decoration. In addition, also responsible for overseeing the course of the event, ensuring all facilities are functioning properly, handling technical problems that may arise, as well as coordinating with the security and cleaning teams for the smooth running of the event. After the event is over, the manager ensures the room is returned to its original condition and conducts an evaluation of the event implementation for future service improvements.

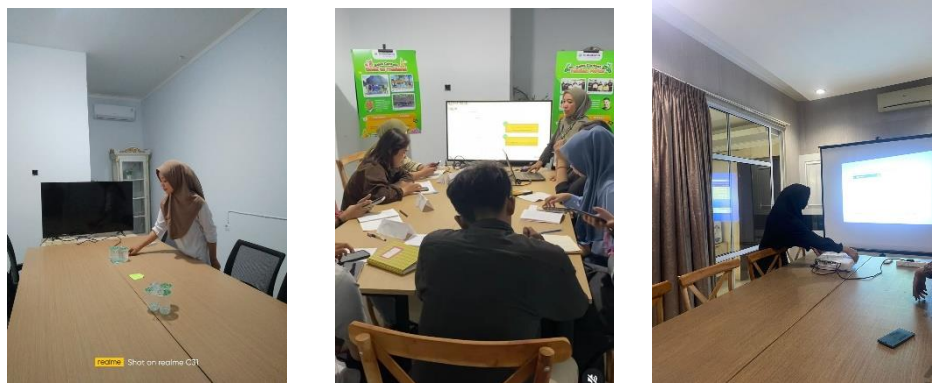


Figure 3.15 Preparing Meeting Room

Source: Process Data 2025

3.3 Place of the Apprenticeship

The internship program is conducted for 4 months, starting from August 19 to December 19, 2024. This program is carried out at MeetUp Coworking & Office Space which is engaged in services, renting work space and meeting rooms, and is the only coworking space in Pekanbaru. The office is located at Jalan Todak No 18, Marpoyan Damai District, Pekanbaru City.

During the internship, the author was placed in the Event & Marketing Creative division, which is in charge of digital marketing through social media platforms and Google Business.

3.4 Kind and Description of the Activity

The daily activities at MeetUp Coworking & Office Space in Event & Marketing Creative can be seen in the tables below:

Table 3.1 Daily activities of July 21th – July 26th 2025

No	Day / Date	Activity	Place
1	Monday,21 July 2025	Tour meetup Coworking Office	meetup Operational
2	Tuesday,22 July 2025	Creating a function hall article for the graduation ceremony	meetup Operational
3	Wednesday,23 July 2025	Preparing the room for training gacoan	meetup Operational
4	Thursday,24 July 2025	Helping the staff compose letters	meetup Operational
5	Friday, 25 July 2025	Create an Instagram story	meetup Operational
6	Saturday,26	Searching for content ideas	meetup Operational

	July 2025		
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Table 3.2 Daily activities of 27 july – 01 august 2025

No	Day /Date	Activities	Place
1	Monday,28 July 2025	• Video editing • Preparing the meeting room	meetup Operational
2	Tuesday,29 July 2025	Preparing the event room	meetup Operational
3	Wednesday,30 July 2025	Create a script for a promotional video	meetup Operational
4	Thursday,31 July 2025	Preparing the meeting room	meetup Operational
5	Friday,01 August 2025	Preparing a room for learning to cook and learning to make coffee like a barista	meetup Operational
6	Saturday,02 August 2025	Editing videos of kindergarten events	meetup Operational

Table 3.3 Daily activities of 04August 09 August 2025

No	Day /Date	Activities	Place
1	Tuesday,5 August 2025	• Barista training room • Video editing	meetup Operational
2	Wednesday,6 August 2025	Editing video reels	meetup Operational
3	Thursday,7 August 2025	Setting up a meeting room	meetup Operational
4	Friday,8 August 2025	• Setting up a meeting room • Create Instagram stories about meeting activities	meetup Operational
5	Saturday,9 August 2025	Setting up the reservation table	meetup Operational

Table 3.4 Daily activities of 11 August 16 August 2025

No	Day /Date	Activities	Place
1	Monday,11 August 2025	Log in to your company account	MeetUp Operational
2	Tuesday,12 August 2025	Creating a draft of words for a single post	MeetUp Operational
3	Wednesday,13 August 2025	Printing and photocopying	MeetUp Operational
4	Thursday,14 August 2025	Posting a single post on Meeta Manager	MeetUp Operational
5	Friday,15 August 2025	Follow the boss to the project and help with the video.	MeetUp Operational
6	Saturday,16 August 2025	Taking practice eye/VIO videos	MeetUp Operational

Table 3.5 Daily activities of 19 August 23 August 2025

No	Day /Date	Activities	Place
1	Tuesday,19 August 2025	Preparing the meeting room	MeetUp Operational
2	Wednesday,20 August 2025	Prepare a meeting room and learn to fill out the agenda	MeetUp Operational
3	Thursday,21 August 2025	Monthly report presentation at MeetUp	MeetUp Operational
4	Friday,22 August, 2025	Directing guests for interviews at Indodana	MeetUp Operational
5	Saturday,23 August ,2025	Preparing a room for psychological practice	MeetUp Operational

Table 3.6 Daily activities of 25 August 29 August 2025

No	Day /Date	Activities	Place
1	Monday,25 August 2025	Creating a plan for a video	MeetUp Operational
2	Tuesday ,26 August 2025	Taking an endoscopic video	MeetUp Operational
3	Wednesday,27 August 2025	Creating content plans	MeetUp Operational
4	Thursday ,28 August, 2025	Writing articles	MeetUp Operational
5	Friday,29 August 2025	Meeting to assign tasks for writing articles and making videos	MeetUp Operational
6	Saturday,30 August 2025	Preparing the meeting room	MeetUp Operational

Table 3.7 Daily activities of 01 September 06 September 2025

No	Day /Date	Activities	Place
1	Monday,1 September 2025	A few video revisions	MeetUp Operational
2	Tuesday,2 September 2025	Preparing the room	MeetUp Operational
3	Wednesday,3 September 2025	Directing the interview room at PT Indodana	MeetUp Operational
4	Thursday,4 September 2025	Article revision	MeetUp Operational
6	Saturday,6 September 2025	Preparing the room for the wedding reception	MeetUp Operational

Table 3.8 Daily activities of 08 September 13september 2025

No	Day /Date	Activities	Place
1	Monday,8 September 2025	Tidy up the room after the wedding	MeetUp Operational
2	Tuesday,9 September 2025	Taking a video	MeetUp Operational
3	Wednesday,10 September 2025	Editing videos	MeetUp Operational
4	Thursday,11 September 2025	Revision video that has been edited	MeetUp Operational
5	Friday,12 September 2025	Taking a video of the apartment	MeetUp Operational
6	Saturday,13 s September 2025	Preparing the meeting room	MeetUp Operational

Table 3.9 Daily activities of 15 September 13september 2025

No	Day /Date	Activities	Place
1	Monday,15 September 2025	Article revision	MeetUp Operational
2	Tuesday,16 September 2025	Video recording at the Rees IG meetup	MeetUp Operational
3	Wednesday,17 September 2025	Preparing the room coworking space	MeetUp Operational
4	Thursday,18 September 2025	Preparing the meeting room	MeetUp Operational
5	Friday,19 September 2025	Video revisions	MeetUp Operational
6	Saturday,20 September 2025	Preparing the meeting room	MeetUp Operational

Table 3.10 Daily activities of 22 September 28 September 2025

No	Day /Date	Activities	Place
1	Monday,22 September 2025	Preparing the seminar room	MeetUp Operational
2	Tuesday,23 September, 2025	Building maintenance training video	MeetUp Operational
3	Wednesday,24 September, 2025	Video training on building storage and preparing rooms	MeetUp Operational
4	Thursday,25 September, 2025	Taking a video on the third day of the building depot Banggunan	MeetUp Operational
5	Friday,26 September, 2025	Direct guests	MeetUp Operational
6	Saturday,27 September, 2025	Tidy up the meeting room	MeetUp Operational

Table 3.11 Daily Activities of 29 September 04 Oktober 2025

No	Day /Date	Activities	Place
7	Monday,29 Septembre 2025	Preparing the room	MeetUp Operational
8	Tuesday,30 September 2025	Creating an article	MeetUp Operational
9	Wednesday,01 Oktober 2025	Editing vidio	MeetUp Operational
10	Thursday,02 Oktober 2025	Taking video content	MeetUp Operational
11	Friday,03 Oktober ,2025	Editing promotional videos for rooms	MeetUp Operational
12	Saturday,04	Accompanying the boss to the	MeetUp

	Oktober ,2025	project and taking photos of the project	Operational
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Table 3.12 Daily Activities of 29 September 04 Oktober 2025

No	Day /Date	Activities	Place
1	Monday,06 Oktober 2025	Editing videos for company IG stories	MeetUp Operational
2	Tuesday,07 Oktober 2025	Take a video - Bondall Company	MeetUp Operational
3	Wednesday,08 Oktober 2024	Prepare Event Room-Indodana	MeetUp Operational
4	Thursday,09 Oktober 2025	Serving guests psychological patients	MeetUp Operational
5	Friday,10 Oktober 2025	Serving guests from PT OPP picking up documents	MeetUp Operational
6	Saturday,11 Oktober ,2025	Receiving documents	MeetUp Operational

Table 3.13 Daily Activities of 13 September 18 Oktober 2025

No	Day /Date	Activities	Place
1	Monday,13 Oktober,2025	Taking a video of the VIO event	MeetUp Operational
2	Tuesday,14 Oktober ,2025	Photocopy documents	MeetUp Operational
3	Wednesday,15 Oktober ,2025	Preparing the training room at PT Batera Surya Semesta	MeetUp Operational
4	Thursday,16 Oktober,2025	Viewing the office room with Kak Winda	MeetUp Operational
5	Friday,17 Oktober,2025	Preparing the event room	MeetUp Operational
6	Saturday,18	Preparing the physical therapy	MeetUp

	Oktober 2025	room	Operational
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Table 3.14 Daily Activities of 20 Oktober 25 2025

No	Day /Date	Activities	Place
1	Monday,20 Oktober 2025	Accompany Shella to the project and take photos for documentation.	MeetUp Operational
2	Tuesday,21 Oktober 2025	Preparing the room for Indodana monthly meeting	MeetUp Operational
3	Wednesday,22 Oktober 2025	To the project with kak Shella	MeetUp Operational
4	Thursday,23 Oktober 2025	Uploading videos on Reels MeetUp Coworking	MeetUp Operational
5	Friday,24 Oktober 2025	Preparing the Class Room for the Exam	MeetUp Operational
6	Saturday,25 Oktober 2025	Cleaning the room after training	MeetUp Operational

Table 3.15 Daily Activities of 27 Oktober 01 November 2025

No	Day /Date	Activities	Place
1	Monday,27 Oktober 2025	Preparing a room for psychological practice	MeetUp Operational
2	Tuesday,28 Oktober 2025	Serving guests in the room	MeetUp Operational
3	Wednesday,29 Oktober 2025	Create office feed ads	MeetUp Operational
4	Thursday,30 Oktober 2025	Serving guests in the room	MeetUp Operational
5	Friday,31 Oktober 2025	preparing the room for the wedding ceremony	MeetUp Operational

6	Saturday,1 November 2025	preparing the room for the wedding ceremony	MeetUp Operational
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Table 3.16 Daily Activities of 03 - 8 November 2025

No	Day /Date	Activities	Place
1	Monday,3 November 2025	Follow the boss to the project	MeetUp Operational
2	Tuesday,4 November 2025	Video editing after the wedding	MeetUp Operational
3	Wednesday,5 November 2025	Preparing the meeting room	MeetUp Operational
4	Thursday,6 November 2025	Serving guests viewing office and meeting rooms	MeetUp Operational
5	Friday,7 November 2025	Preparing the room	MeetUp Operational
6	Saturday,8 November 2025	Preparing the room for the wedding	MeetUp Operational

Table 3.17 Daily Activities of 10- 15 November 2025

No	Day /Date	Activities	Place
1	Monday,10 November 2025	Taking wedding video footage	MeetUp Operational
2	Tuesday,11 November 2025	Preparing the event room	MeetUp Operational
3	Wednesday,12 November 2025	Prepare function Hall room	MeetUp Operational
4	Thursday,13 November 2025	Working on a project with the boss	MeetUp Operational
5	Friday,14	Working on a project with the	MeetUp

	November 2025	boss	Operational
6	Saturday,15 November 2025	Creating a text design	MeetUp Operational

No	Day /Date	Activities	Place
1	Monday,17 November 2025	Go with the boss to the project site	MeetUp Operational
2	Tuesday,18 November 2025	Recording Yuni video content	MeetUp Operational
3	Wednesday,19 November 2025	Creating a design	MeetUp Operational
4	Thursday,20 November 2025		MeetUp Operational
5	Friday,21 November 2025		MeetUp Operational
6	Saturday,22 November 2025		MeetUp Operational

CHAPTER IV CONCLUSION AND SUGGESTION

4.1 Conclusion

During the four-month internship program at MeetUp Coworking & Office Space, from July 21 to November 21, 2025, the author had the opportunity to be directly involved in a wide range of professional activities. These included content planning, video shooting and editing, designing brochures and posters, managing social media, and handling the Meta Manager account. In addition, the author contributed to writing and publishing articles, creating room catalogs, assisting clients and managing reservations, as well as preparing rooms for various events.

This experience provided not only valuable insights but also practical skills that are highly relevant to the professional field.

This Apprenticeship also gave the author the opportunity to develop interpersonal and communication skills, as well as improve the ability to work in teams and individually. The author also better understands the challenges that exist in the world of work, and how to deal with them with the right and professional approach.

Overall, the apprenticeship experience at Meetup Coworking Space is very satisfying and provides a lot of learning that the author can apply in the world of work later.

4.2 Suggestion

During the four-month internship program, the author gained valuable experience through various practical tasks. Based on these experiences, several recommendations have been proposed that are expected to contribute to the future development of MeetUp Coworking & Office Space. These include the development of an integrated digital reservation system to streamline and optimize the booking process, the enhancement of regular staff training programs to maintain high service standards, and the modernization of supporting facilities, such as security systems and internet connectivity.

In addition, strengthening digital marketing strategies and implementing a customer loyalty program could serve as strategic initiatives to expand market share while retaining existing clients. By adopting these recommendations, MeetUp Coworking & Office Space is expected to continuously improve its service quality and reinforce its position as a trusted and competitive coworking space provider.

REFERENCES

Official website of Vantage <https://www.vantage-office.com/id>
Official website of MeetUp Coworking Space Pekanbaru
[Meetup Coworking Space Pekanbaru](#)

APENDICES
APPENDIX 1: APPRENTICESHIP ACCEPTANCE LETTER



Meetup Coworking and Office Space
Jalan Todak No 18, Pekanbaru, Riau
No Telp : 0851-0304-0700
Email : meetupcoworking@gmail.com

Pekanbaru, 06 Mei 2025

Nomor : 337/HRD/Ext /MEETUP/V/2025
Perihal : **Konfirmasi Penerimaan Mahasiswa Kerja Praktik (KP)**
Lampiran : -

Kepada Yth,
Wakil Direktur III
Politeknik Negeri Bengkalis

Menindaklanjuti surat yang kami terima pada tanggal 06 Mei 2025 perihal permohonan pelaksanaan Kerja Praktik (KP) bagi mahasiswa Politeknik Negeri Bengkalis untuk periode 21 Juli 2025 hingga 21 Januari 2026, bersama ini kami sampaikan bahwa perusahaan kami bersedia menerima mahasiswa yang bersangkutan untuk melaksanakan Kerja Praktik (KP) di perusahaan kami, sesuai dengan ketentuan dan kebijakan yang berlaku di lingkungan perusahaan.

Adapun nama mahasiswa yang diterima untuk mengikuti Kerja Praktik (KP) tersebut adalah sebagai berikut:

No	Nama	NIM	Program Studi
1	Nurul Emilin	5504221059	D-IV Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
2	Sri Wahyuni	5504221064	D-IV Bahasa Inggris untuk Komunikasi Bisnis dan Profesional

Demikian surat konfirmasi ini kami sampaikan, atas kerjasamanya kami ucapkan terima kasih. Jika ada pertanyaan silahkan menghubungi Winda di whatsapp/telp 0851-0304-0700 atau surel meetupofficework@gmail.com.

Hormat kami,

Shiella Deani
Direktur MeetUp Coworking

APPENDIX 2: APPRENTICESHIP STATEMENT LETTER



Meetup Coworking and Office Space
Jalan Todak No 18, Pekanbaru, Riau
No Telp : 0851-0304-0700
Email : meetupcoworking@gmail.com

SURAT KETERANGAN

Nomor : 399/HRD/Ext/MEETUP/XI/2025

Yang bertanda tangan di bawah ini:

Nama : Shiella Deani
Jabatan : Direktur CV MEETUP COWORKING
Alamat : Jl. Ronggowarsito 42, Town House 18, Pekanbaru - Riau

Dengan ini menerangkan bahwa:

Nama : Nurul Emelin
NIM : 5504221059
Program Studi : D-4 Bahasa Inggris untuk Komunikasi Bisnis & Profesional

Telah melakukan Kerja Praktik (KP) pada instansi kami, CV MEETUP COWORKING sejak 21 Juli hingga 22 November 2025. Selama melakukan KP di instansi kami, yang bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan baik.

Demikian surat keterangan ini dibuat agar dipergunakan sebagaimana mestinya.

Pekanbaru, 21 November 2025

Hormat kami,

Shiella Deani

Direktur CV MeetUp Coworking

APPENDIX 3: CERTIFICATE OF INTERNSHIP



APPENDIX 4: EVALUATION FORM

EVALUATION RESULT FROM JOB TRAINING COMPANY APRAISAL CV MEETUP COWORKING

Name : Nurul Emilin
Reg Number : 5504221059
Study Program : D-IV English for Business and Professional Communication
Collage : State Polytechnic of Bengkalis

No	Assessment Aspect	Percentage	Scores
1.	Discipline	20%	92
2.	Responsibility	25%	88
3.	Adjustment/Adaptation	10%	89
4.	Work Result	30%	90
5.	Behaviour in General	15%	91
	Total (1+2+3+4+5)	100%	450

Explanation

Score	Criteria
81-100	: Excellence
71-80	: Very Good
66-70	: Good
61-65	: Good Enough
56-60	: Enough

Note: Nurul Emilin menunjukkan perkembangan yang positif selama masa magang. Nurul bekerja dengan baik, cepat memahami instruksi, dan menunjukkan antusiasme yang tinggi. Perlu meningkatkan ketelitian dalam bekerja.

Pekanbaru, November 21, 2025


CO-WORKING OFFICE SPACE

Winda Oktavia, S.I.Kom

APPENDIX 5: LIST OF ATTENDANCE

ABSENSI HARIAN KERJA PRAKTEK (KP) MEETUP CO-WORKING & OFFICE SPACE

Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
 Department/Devisi : Marketing & Social Media
 Waktu Kerja Praktek : 21 Juli s/d 21 November 2025

Bulan Juli

No		Tanggal	NURUL EMILIN				Keterangan
			Jam Kehadiran				
			Masuk	Paraf	Keluar	Paraf	
1	Senin	21/07/2025	07.00		18:00		Hadir
2	Selasa	22/07/2025	07.00		18:00		Hadir
3	Rabu	23/07/2025	08.00		18:00		Hadir
4	Kamis	24/07/2025	08.00		18:00		Hadir
5	Jum'at	25/07/2025	09.00		18:00		Hadir
6	Sabtu	26/07/2025	09.00		18:00		Hadir
7	Minggu	27/07/2025	09.00	-	18:00	-	Libur
8	Senin	28/07/2025	09.00		18:00		Hadir
9	Selasa	29/07/2025	09.00		18:00		Hadir
10	Rabu	30/07/2025	09.00		18:00		Hadir
11	Kamis	31/07/2025	09.00		18:00		Hadir

Catatan

Izin: 0
 Sakit: 0
 Tanpa keterangan: 0
 Libur: 1
 Total kehadiran: 10

Mengetahui

Mentor Magang


 Winda Oktavia, S.I.Kom

Bulan Agustus

No	Hari	Tanggal	NURUL EMILIN				Keterangan
			Jam Kehadiran				
			Masuk	Paraf	Keluar	Paraf	
1	Jum'at	01/08/2025	09.00		18.00		Hadir
2	Sabtu	02/08/2025	09.00		18.00		Hadir
3	Minggu	03/08/2025	-		-		Libur
4	Senin	04/08/2025	-		-		Izin
5	Selasa	05/08/2025	09.00		18.00		Hadir
6	Rabu	06/08/2025	09.00		18.00		Hadir
7	Kamis	07/08/2025	09.00		18.00		Hadir
8	Jum'at	08/08/2025	09.00		18.00		Hadir
9	Sabtu	09/08/2025	09.00		18.00		Hadir
10	Minggu	10/08/2025	-		-		Libur
11	Senin	11/08/2025	09.00		18.00		Hadir
12	Selasa	12/08/2025	08.00		18.00		Hadir
13	Rabu	13/08/2025	08.00		18.00		Hadir
14	Kamis	14/08/2025	08.00		18.00		Hadir
15	Jum'at	15/08/2025	08.00		18.00		Hadir
16	Sabtu	16/08/2025	08.00		18.00		Hadir
17	Minggu	17/08/2025	-	-	-	-	Libur
18	Senin	18/08/2025	-	-	-	-	Libur
19	Selasa	19/08/2025	09.00		18.00		Hadir
20	Rabu	20/08/2025	08.00		18.00		Hadir
21	Kamis	21/08/2025	08.00		18.00		Hadir
22	Jum'at	22/08/2025	08.00		18.00		Hadir
23	Sabtu	23/08/2025	08.00		18.00		Hadir
24	Minggu	24/08/2025	-	-	-	-	Libur
25	Senin	25/08/2025	08.00		18.00		Hadir
26	Selasa	26/08/2025	08.00		18.00		Hadir
27	Rabu	27/08/2025	08.00		18.00		Hadir
28	Kamis	28/08/2025	08.00		18.00		Hadir
29	Jum'at	29/08/2025	08.00		18.00		Hadir
30	Sabtu	30/08/2025	08.00		18.00		Hadir
31	Minggu	31/08/2025	-	-	-	-	Libur

ABSENSI HARIAN KERJA PRAKTEK (KP)
MEETUP CO-WORKING & OFFICE SPACE

Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
 Department/Devisi : Marketing & social Media
 Waktu Kerja Praktek : 21 Juli s/d 22 November 2025

Bulan September

No	Hari	Tanggal	NURUL EMILIN				Keterangan
			Jam Kehadiran				
			Masuk	Paraf	Keluar	Paraf	
1	Senin	01/09/2025	09.00		18.00		Hadir
2	Selasa	02/09/2025	09.00		18.00		Hadir
3	Rabu	03/09/2025	08.00		18.00		Hadir
4	Kamis	04/09/2025	09:00		18:00		Hadir
5	Jumaat	05/09/2025	09.00	-	18.00	-	Day Off
6	Sabtu	06/09/2025	07.00		18:00		Hadir
7	Mingu	07/09/2025	09.00	-	18.00	-	Libur
8	Senin	08/09/2025	09.00		18.00		Hadir
9	Selasa	09/09/2025	09.00		18.00		Hadir
10	Rabu	10/09/2025	09.00		18.00		Hadir
11	Kamis	11/09/2025	09:00		18:00		Hadir
12	Jumat	12/09/2025	08.00		18.00		Hadir
13	Sabtu	13/09/2025	08.00		18.00		Hadir
14	Mingu	14/09/2025	08.00	-	18.00	-	Libur
15	Senin	15/09/2025	08.00		18.00		Hadir
16	Selasa	16/09/2025	08.00		18.00		Hadir
17	Rabu	17/09/2025	09:00		18.00		Hadir
18	Kamis	18/09/2025	09.00		18.00		Hadir
19	Jumaat	19/09/2025	09.00		18.00		Hadir
20	Sabtu	20/09/2025	08.00		18.00		Hadir
21	Mingu	21/09/2025	08.00	-	18.00	-	Libur
22	Senin	22/09/2025	08.00		18.00		Hadir
23	Selasa	23/09/2025	07.00		18.00		Hadir
24	Rabu	24/09/2025	07.00		18.00		Hadir
25	Kamis	25/09/2025	07.00		18.00		Hadir
26	Jumat	26/09/2025	09.00		18.00		Hadir
27	Sabtu	27/09/2025	09.00		18.00		Hadir
28	Mingu	28/09/2025	07.00	-	18.00	-	Libur
29	Senin	29/09/2025	06.00		18.00		Hadir
30	Selasa	30/09/2025	09:00		18:00		Hadir

Catatan
 Izin : 0
 Sakit : 0
 Tanpa keterangan : 0
 Libur : 5
 Total kehadiran : 25

Mengetahui
 Mentor Magang

[Signature]
 Winda Oktavia, S.I.Kom

ABSENSI HARIAN KERJA PRAKTEK (KP)**MEETUP CO-WORKING & OFFICE SPACE**

Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional

Department/Devisi : Marketing & social Media

Waktu Kerja Praktek : 21 Juli s/d 22 November 2025

Bulan Oktober

No	Hari	Tanggal	NURUL EMILIN				Keterangan
			Jam Kehadiran				
			Masuk	Paraf	Keluar	Paraf	
1	Rabu	01/10/2025	09.00	<i>Em</i>	18.00	<i>Em</i>	Hadir
2	Kamis	02/10/2025	09.00	<i>Em</i>	18.00	<i>Em</i>	Hadir
3	Jumat	03/10/2025	08.00	<i>Em</i>	18.00	<i>Em</i>	Hadir
4	Sabtu	04/10/2025	09:00	<i>Em</i>	18:00	<i>Em</i>	Hadir
5	Minggu	05/10/2025	09.00		18.00		Libur
6	Senin	06/10/2025	07.00	<i>Em</i>	18:00	<i>Em</i>	Hadir
7	Selasa	07/10/2025	09.00	<i>Em</i>	18.00	<i>Em</i>	Hadir
8	Rabu	08/10/2025	09.00	<i>Em</i>	18.00	<i>Em</i>	Hadir
9	Kamis	09/10/2025	09.00	<i>Em</i>	18.00	<i>Em</i>	Hadir
10	Jumat	10/10/2025	09.00	<i>Em</i>	18.00	<i>Em</i>	Hadir
11	Sabtu	11/10/2025	09:00	<i>Em</i>	18:00	<i>Em</i>	Hadir
12	Minggu	12/10/2025	08.00		18.00		Libur
13	Senin	13/10/2025	08.00	<i>Em</i>	18.00	<i>Em</i>	Hadir
14	Selasa	14/10/2025	08.00	<i>Em</i>	18.00	<i>Em</i>	Libur
15	Rabu	15/10/2025	08.00	<i>Em</i>	18.00	<i>Em</i>	Hadir
16	Kamis	16/10/2025	08.00	<i>Em</i>	18.00	<i>Em</i>	Hadir
17	Jumat	17/10/2025	09:00	<i>Em</i>	18.00	<i>Em</i>	Hadir
18	Sabtu	18/10/2025	09.00	<i>Em</i>	18.00	<i>Em</i>	Hadir
19	Minggu	19/10/2025	09.00		18.00		Hadir
20	Senin	20/10/2025	08.00	<i>Em</i>	18.00	<i>Em</i>	Hadir
21	Selasa	21/10/2025	08.00	<i>Em</i>	18.00	<i>Em</i>	Libur
22	Rabu	22/10/2025	08.00	<i>Em</i>	18.00	<i>Em</i>	Hadir
23	Kamis	23/10/2025	07.00	<i>Em</i>	18.00	<i>Em</i>	Hadir
24	Jumat	24/10/2025	07.00	<i>Em</i>	18.00	<i>Em</i>	Hadir
25	Sabtu	25/10/2025	07.00	<i>Em</i>	18.00	<i>Em</i>	Hadir
26	Minggu	26/10/2025	09.00		18.00		Hadir
27	Senin	27/10/2025	09.00	<i>Em</i>	18.00	<i>Em</i>	Hadir
28	Selasa	28/10/2025	07.00	<i>Em</i>	18.00	<i>Em</i>	Libur
29	Rabu	29/10/2025	06.00	<i>Em</i>	18.00	<i>Em</i>	Hadir
30	Kamis	30/10/2025	09:00	<i>Em</i>	18:00	<i>Em</i>	Hadir
31	Jumat	31/10/2025	09:00	<i>Em</i>	18:00	<i>Em</i>	Hadir

Catatan

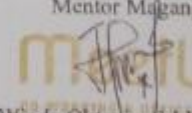
Izin : 0

Sakit : 0

Tanpa keterangan : 0

Libur : 4

Total kehadiran : 27

Mengetahui
Mentor Magang
Winda Oktavia, S.T.Kom

ABSENSI HARIAN KERJA PRAKTEK (KP)

MEETUP CO-WORKING & OFFICE SPACE

Program Studi : Bahasa Inggris untuk Komunikasi Bisnis dan Profesional

Department/Devisi : Marketing & social Media

Waktu Kerja Praktek : 21 Juli s/d 22 November 2025

Bulan November

No	Hari	Tanggal	NURUL EMILIN				Keterangan
			Jam Kehadiran				
			Masuk	Paraf	Keluar	Paraf	
1	Sabtu	01/11/2025	09.00		18.00		Hadir
2	Minggu	02/11/2025	09.00		18.00		Libur
3	Senin	03/11/2025	08.00		18.00		Hadir
4	Selasa	04/11/2025	09:00		18:00		Hadir
5	Rabu	05/11/2025	09.00		18.00		Hadir
6	Kamis	06/11/2025	07.00		18:00		Hadir
7	Jumaat	07/11/2025	09.00		18.00		Hadir
8	Sabtu	08/11/2025	09.00		18.00		Hadir
9	Minggu	09/11/2025	09.00		18.00		Libur
10	Senin	10/11/2025	09.00		18.00		Hadir
11	Selasa	11/11/2025	09:00		18:00		Hadir
12	Rabu	12/11/2025	08.00		18.00		Hadir
13	Kamis	13/11/2025	08.00		18.00		Hadir
14	Jumaat	14/11/2025	08.00		18.00		Libur
15	Sabtu	15/11/2025	08.00		18.00		Hadir
17	Minggu	17/11/2025	09:00		18.00		Libur
17	Senin	17/11/2025	09:00		18.00		Libur
18	Selasa	18/11/2025	09.00		18.00		Hadir
19	Rabu	19/11/2025	09.00		18.00		Hadir
20	Kamis	20/11/2025	08.00		18.00		Hadir
21	Jumaat	21/11/2025	08.00		18.00		Hadir
22	Sabtu	22/11/2025	08.00		18.00		Hadir

Catatan
 Izin : 0
 Sakit : 0
 Tanpa keterangan : 0
 Libur : 3
 Total kehadiran : 19

Mengetahui
 Mentor Magang

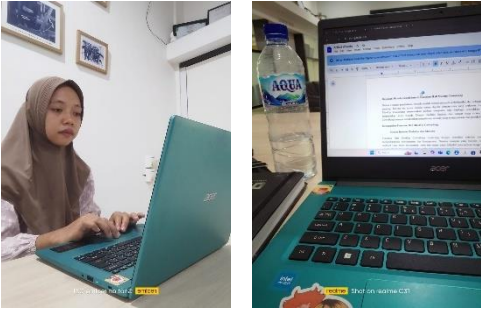
 Winda Oktavia, S.I.Kom

**APPENDIX 6: DAILY ACTIVITY APPRENTICESHIP DAILY
ACTIVITIES OF THE JOB TRAINING**

Day : Monday – Saturday

Date : 21 – 26 july 2025

No	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday,21 July 2025	Tour meetup Coworking Office	Winda Oktavia	
2	Tuesday,22 July 2025	Creating a function hall article for the graduation ceremony		
3	Wednesday,23 July 2025	Preparing the room for training gacoan		
4	Thursday,24 July 2025	Helping the staff compose letters		
5	Friday, 25 July 2025	Create an Instagram story		
6	Saturday,26 July 2025	Searching for content ideas		

NO	WORKING	EXPLANATION
1.		Tour meetup Coworking Office
2.		Creating a function hall article for the graduation ceremony
3.		Preparing the room for training Gacoan

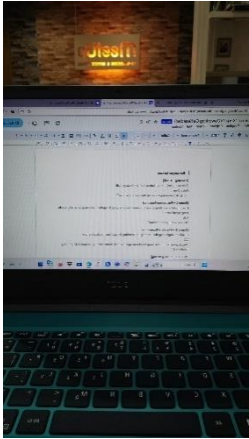
4		Helping the staff compose letters
5		Create an Instagram story
6		Searching for content ideas

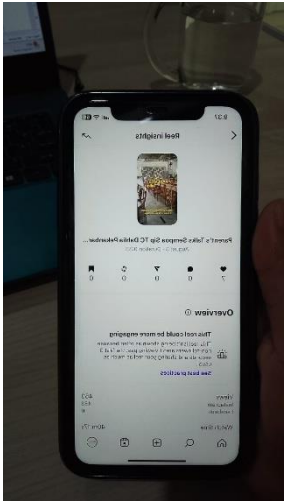
DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday- Saturday

Date : 28– 02 August 20245

No	TIME	THE ACTIVIES	TASK ASSIGNOR	SIGNATURE
1	Monday,28 July 2025	• Video editing • Preparing the meeting room	Winda Oktavia	
2	Tuesday,29 July 2025	Preparing the event room		
3	Wednesday,30 July 2025	Create a script for a promotional video		
4	Thursday,31 July 2025	Preparing the meeting room		
5	Friday,01 August 2025	Preparing a room for learning to cook and learning to make coffee like a barista		
6	Saturday,02 August 2025	Editing videos of kindergarten events		

NO	WORKING	EXPLANATION
1.		• Video editing • Preparing the meeting room
2.		Preparing the event room
3.		Create a script for a promotional video

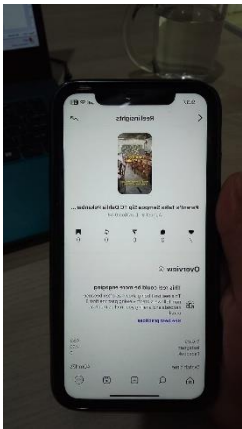
4.		Preparing the meeting room
5		Preparing a room for learning to cook and learning to make coffee like a barista
6		Editing videos of Parents Talk

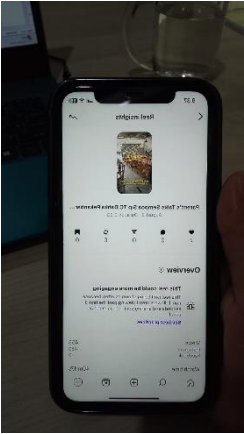
DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday - Saturday

Date : 5 – 9 August 2025

No	TIME	THE ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Tuesday,5 August 2025	- Barista training room - Video editing	Winda Oktavia	
2	Wednesday,6 August 2025	Editing video reels		
3	Thursday,7 August 2025	Setting up a meeting room		
4	Friday,8 August 2025	- Setting up a meeting room - Create Instagram stories about meeting activities		
5	Saturday,9 August 2025	Setting up the reservation table		

NO	WORKING	EXPLANATION
1	 	- Barista training room - Video editing

2		Editing video reels
3		Setting up a meeting room
4	 	• Setting up a meeting room • Create Instagram stories about meeting activities

5



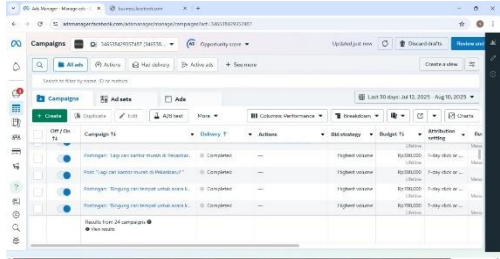
Setting up the
reservation table

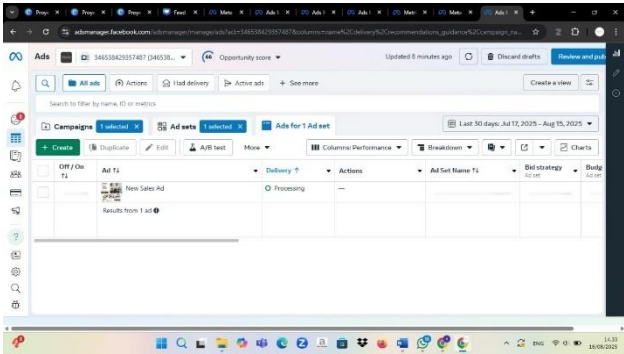
DAILY ACTIVITIES OF THE JOB TRAINING

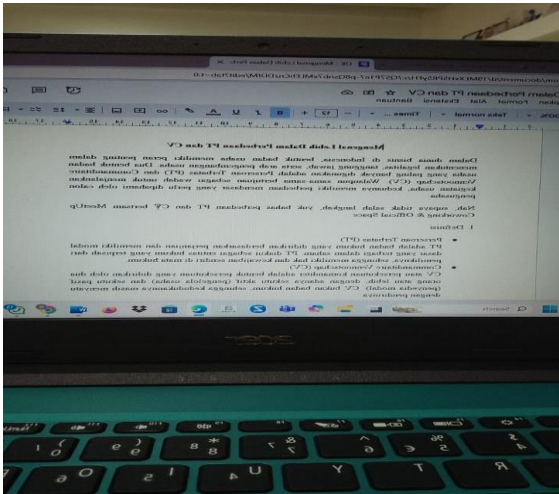
Day : Monda - Saturday

Date : 11 – 16 August 2025

No	TIME	THE ACTIVIES	TASK ASSIGNOR	SIGNATURE
1	Monday,11 August 2025	Log in to your company account	Winda Oktavia	
2	Tuesday,12 August 2025	Creating a draft of words for a single post		
3	Wednesday,13 August 2025	Printing and photocopying		
4	Thursday,14 August 2025	Posting a single post on Meeta Manager		
5	Friday,15 August 2025	Follow the boss to the project and help with the video.		
6	Saturday,16 August 2025	Taking practice eye/VIO videos		

NO	WORKING	EXPLANATION
1		Log in to your company account

2		Creating a draft of words for a single post
3		Printing and photocopy
4		Posting a single post on Meeta Manager

5		Follow the boss to the project and help with the video.
6		Taking practice eye/VIO videos

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Tuesday - Saturday

Date : 19 – 23 August 2025

No	TIME	THE ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Tuesday,19 August 2025	Preparing the meeting room	Winda Oktavia	
2	Wednesday,20 August 2025	Prepare a meeting room and learn to fill out the agenda		
3	Thursday,21 August 2025	Monthly report presentation at MeetUp		
4	Friday,22 August, 2025	Directing guests for interviews at		

		Indodana		
5	Saturday,23 August ,2025	Preparing a room for psychological practice		

NO	WORKING	EXPLANATION
1		Preparing the meeting room
2		Prepare a meeting room and learn to fill out the agenda

3		Monthly report presentation at MeetUp
4		Directing guests for interviews at Indodana

5		Preparing a room for psychological practice
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DAILY ACTIVITIES OF THE JOB TRAINING

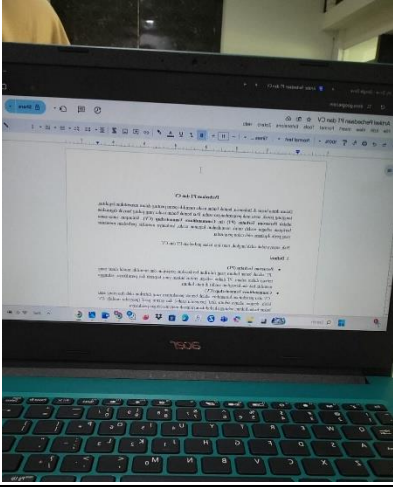
Day : Monday - Saturday

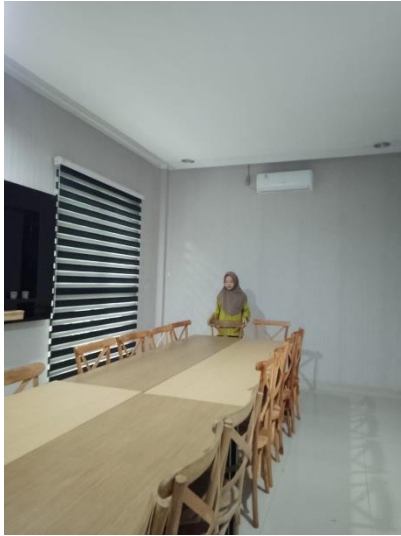
Date : 25 – 30 August 2025

No	TIME	THE ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday,25 August 2025	Creating a plan for a video	Winda Oktavia	
2	Tuesday ,26 August 2025	Taking an endoscopic video		
3	Wednesday,27 August 2025	Creating content plans		
4	Thursday ,28 August, 2025	Writing articles		

5	Friday,29 August 2025	Meeting to assign tasks for writing articles and making videos		
6	Saturday,30 August 2025	Preparing the meeting room		

NO	WORKING	EXPLANATION
1		Taking an endoscopic video
2		Creating a plan for a video

3		Creating content plans
4		Writing articles
5		Meeting to assign tasks for writing articles and making videos

6		Preparing the meeting room
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DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Saturday

Date : 1 – 6 September 2025

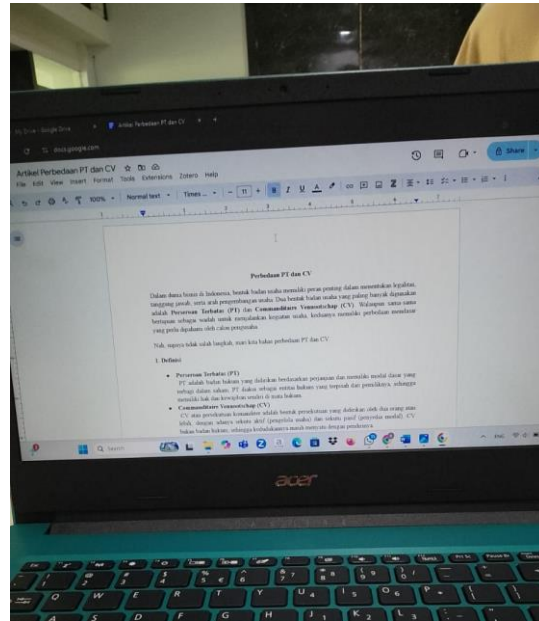
No	TIME	THE ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, 1 September 2025	A few video revisions		

2	Tuesday,2 September 2025	Preparing the room	Winda Oktavia	
3	Wednesday,3 September 2025	Directing the interview room at PT Indodana		
4	Thursday,4 September 2025	Article revision		
5	Saturday,6 September 2025	Preparing the room for the wedding reception		

NO	WORKING	EXPLANATION
1		A few video revisions

2		Preparing the room
3		Directing the interview room at PT Indodana

4



Article revision

5



Taking videos of the wedding ceremony

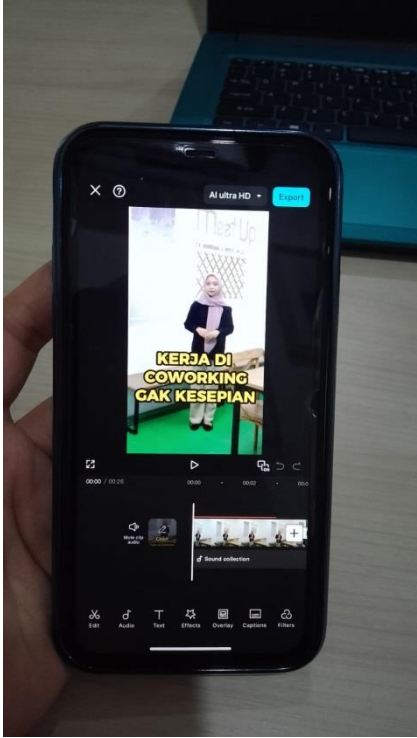
DAILY ACTIVITIES OF THE JOB TRAINING

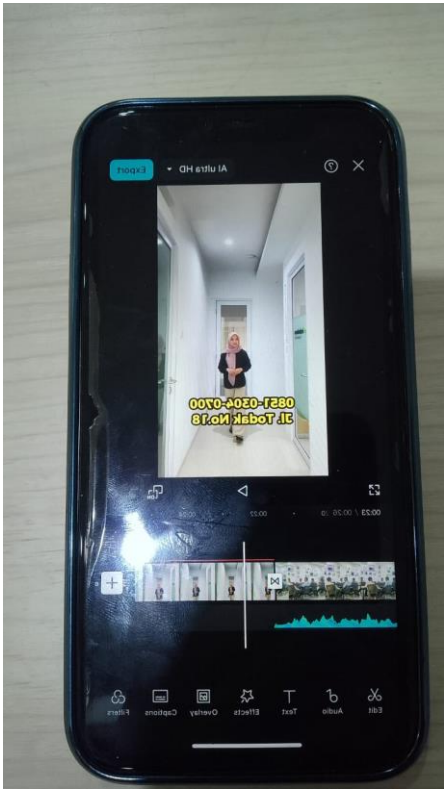
Day : Monday - Saturday

Date : 8-13 September 2025

No	TIME	THE ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday,8 September 2025	Tidy up the room after the wedding	Winda Oktavia	
2	Tuesday,9 September 2025	Taking a video		
3	Wednesday,10 September 2025	Editing videos		
4	Thursday,11 September 2025	Revision video that has been edited		
5	Friday,12 September 2025	Taking a video of the apartment		
6	Saturday,13 September 2025	Preparing the meeting room		

NO	WORKING	EXPLANATION
1		Tidy up the room after the wedding

2		Taking a video
3		Editing videos

4		Revision video that has been edited
5		Taking a video of the apartment

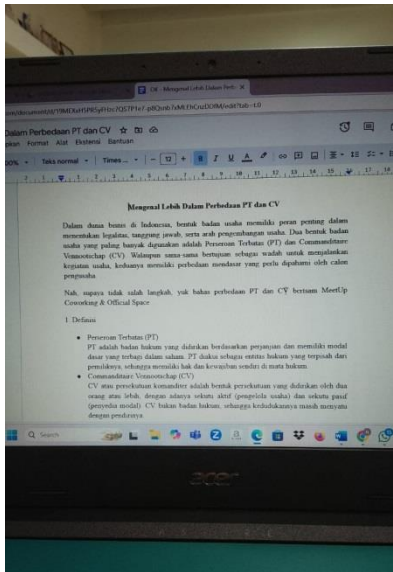
6	 A woman wearing a brown hijab and a dark blue dress is standing in a room, pointing at a large projection screen. The screen displays a software interface with various colored blocks and a toolbar at the bottom. The room has a wooden ceiling with fluorescent lights and a wooden table with chairs in the foreground.	Preparing the meeting room
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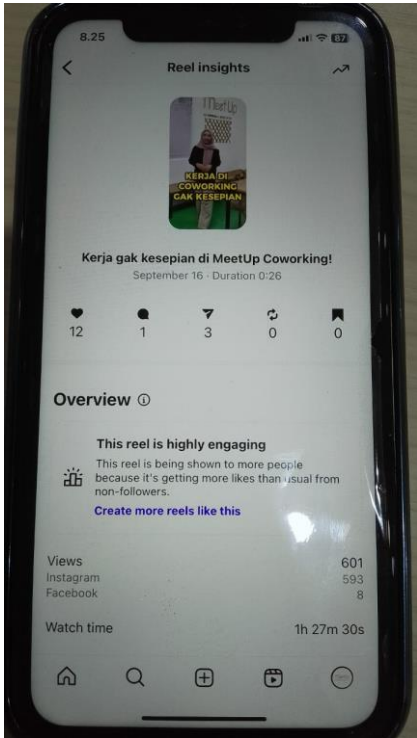
DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Saturday

Date : 15 – 19 September 2025

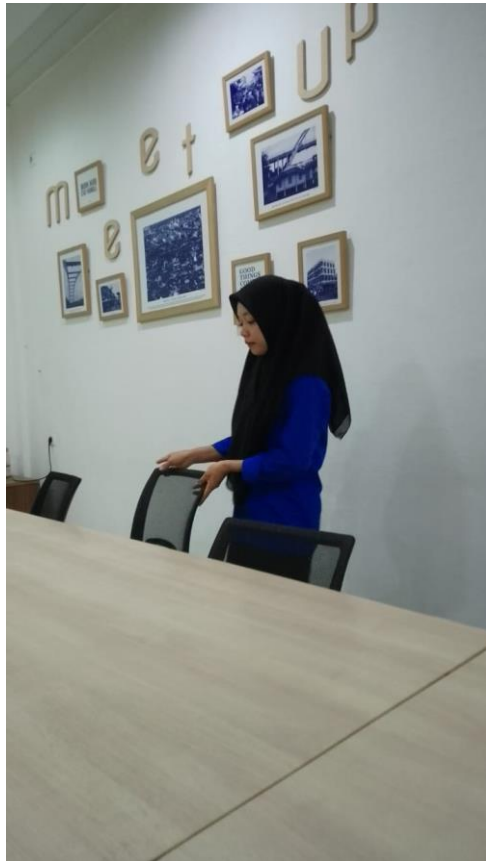
NO	TIME	THE ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday,15 September 2025	Article revision	Winda Oktavia	
2	Tuesday,16 September 2025	Video recording at the Rees IG meetup		
3	Wednesday,17 September 2025	Preparing the room coworking space		
4	Thursday,18 September 2025	Preparing the meeting room		
5	Friday,19 September 2025	Video revisions		
6	Saturday,20 September 2025	Preparing the meeting room		

NO	WORKING	EXPLANATION
1		Article revision

2		Video recording at the Rees IG meetup
3		Preparing the room coworking space

4		Preparing the meeting room
5		Video revisions

6



Preparing the meeting room

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Saturday

Date : 22 – 28 September 2025

NO	TIME	THE ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday,22 September 2025	Preparing the seminar room		
2	Tuesday,23 September, 2025	Building maintenance training video		
3	Wednesday,24 September, 2025	Video training on building storage and preparing rooms	Winda Oktavia	
4	Thursday,25 September, 2025	Taking a video on the third day of the building depot Banggunan		
5	Friday,26 September, 2025	Direct guests		
6	Saturday,28 September, 2025	Tidy up the meeting room		

NO	WORKING	EXPLANATION
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1		Preparing the seminar room
2		Building maintenance training video

3		Video training on building storage and preparing rooms
4		Taking a video on the third day of the building depot Banggunan

5		Direct guests
6		Tidy up the meeting room

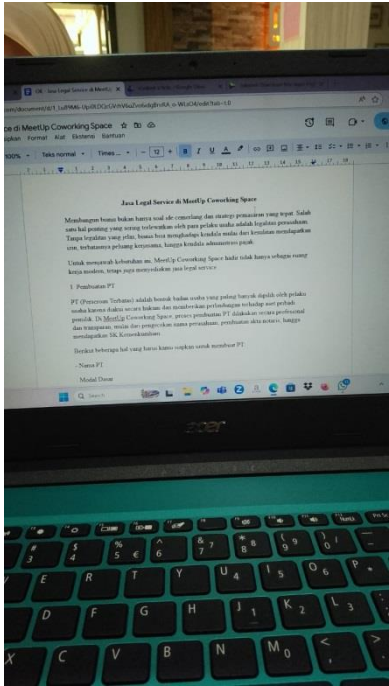
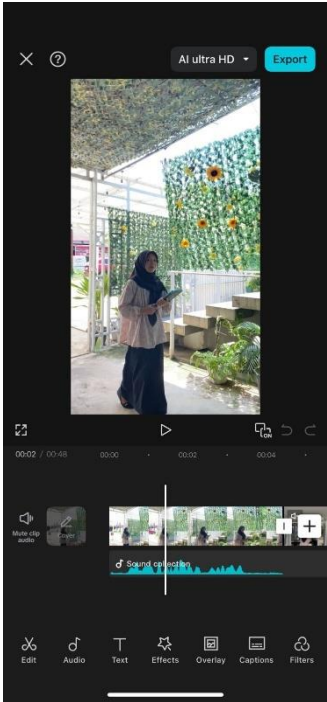
DAILY ACTIVITIES OF THE JOB TRAINING

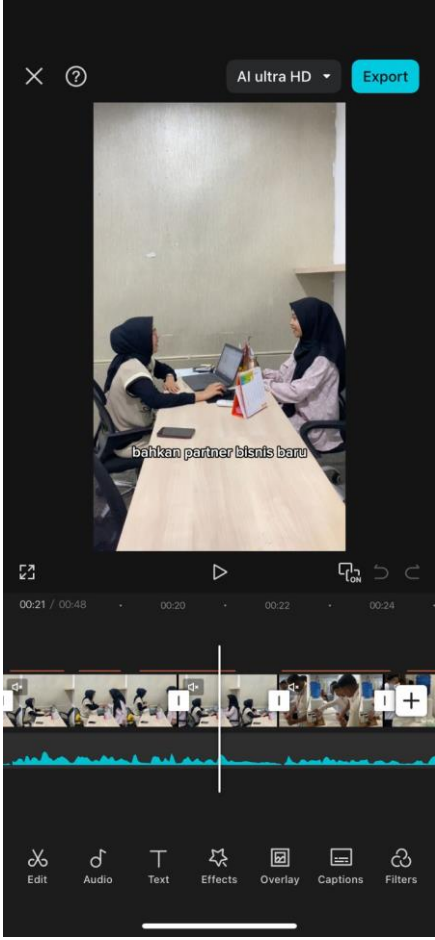
Day : Monday - Saturday

Date : 29 – 04 Oktober 2025

NO	TIME	THE ACTIVIES	TASK ASSIGNOR	SIGNATURE
1	Monday,29 September 2025	Preparing the room		
2	Tuesday,30 September 2025	Creating an article		
3	Wednesday,01 Oktober 2025	Editing vidio	Winda Oktavia	
4	Thursday,02 Oktober 2025	Taking video content		
5	Friday,03 Oktober ,2025	Editing promotional videos for rooms		
6	Saturday,04 Oktober ,2025	Accompanying the boss to the project and taking photos of the project		

NO	WORKING	EXPLANATION
1		Preparing the room

2		Creating an article
3		Editing vidio

4		Taking video content
5		Editing promotional videos for rooms

6



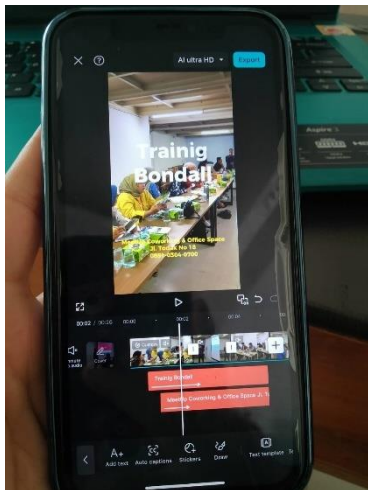
Accompanying the boss to
the project and taking photos
of the project

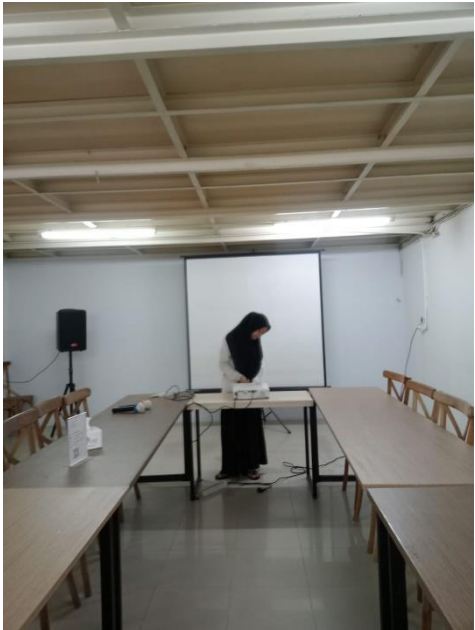
DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Saturday

Date : 06 – 11 Oktober 2025

NO	TIME	THE ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday,06 Oktober 2025	Editing videos for company IG stories		
2	Tuesday,07 Oktober 2025	Take a video - Bondall Company		
3	Wednesday,08 Oktober 2024	Prepare Event Room-Indodana		
4	Thursday,09 Oktober 2025	Serving guests psychological patients	Winda Oktavia	
5	Friday,10 Oktober 2025	Serving guests from PT OPP picking up documents		
6	Saturday,11 Oktober ,2025	Receiving documents		

NO	WORKING	EXPLANATION
1		Editing videos for company IG stories

2		Take a video - Bondall Company
3		Prepare Event Room-Indodana

4		Serving guests psychological patients
5		Serving guests from PT OPP picking up documents
6		Receiving documents

DAILY ACTIVITIES OF THE JOB TRAINING

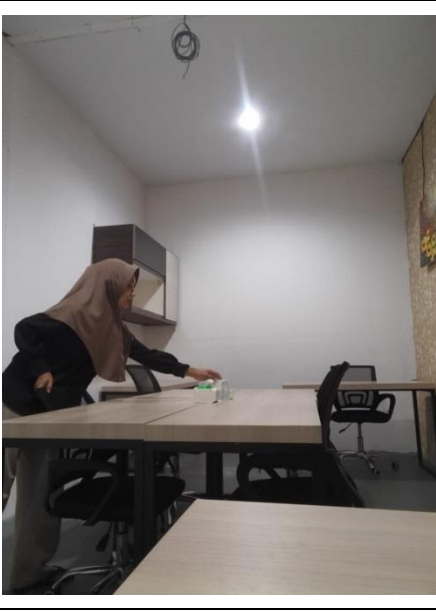
Day : Monday - Saturday

Date : 13 – 18 Oktober 2025

No	TIME	THE ACTIVIES	TASK ASSIGNOR	SIGNATURE
1	Monday,13 Oktober,2025	Taking a video of the VIO event		
2	Tuesday,14 Oktober ,2025	Photocopy documents		
3	Wednesday,15 Oktober ,2025	Preparing the training room at PT Batera Surya Semesta	Winda Oktavia	
4	Thursday,16 Oktober,2025	Viewing the office room with Kak Winda		
5	Friday,17 Oktober,2025	Preparing the event room		
6	Saturday,18 Oktober 2025	Preparing the physical therapy room		

NO	WORKING	EXPLANATION
1		Taking a video of the VIO event

2		Photocopy documents
3		Preparing the training room at PT Batera Surya Semesta
4		Viewing the office room with Kak Winda

5		Preparing the event room
6		Preparing the physical therapy room

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Saturday

Date : 20 – 25 Oktober 2025

No	TIME	THE ACTIVIES	TASK ASSIGNOR	SIGNATURE
1	Monday,20 Oktober 2025	Accompany Shella to the project and take photos for documentation.		
2	Tuesday,21 Oktober 2025	Preparing the room for Indodana monthly meeting	Winda Oktavia	
3	Wednesday,22 Oktober 2025	To the project with kak Shella		
4	Thursday,23 Oktober 2025	Uploading videos on Reels MeetUp Coworking		
5	Friday,24 Oktober 2025	Preparing the Class Room for the Exam		
6	Saturday,25 Oktober 2025	Cleaning the room after training		

NO	WORKING	EXPLANATION
1		Accompany Shella to the project and take photos for documentation.
2		Preparing the room for Indodana monthly meeting
3		To the project with kak Shella

4	 3.12 Posts meetupcoworking.co.id meetupcoworking.co.id meetupcoworking.co.id · Original audio bahkan partner bisnis baru 457 · View insights Boost post	Uploading videos on Reels MeetUp Coworking
5		Preparing the Class Room for the Exam

6



Cleaning the room after
training

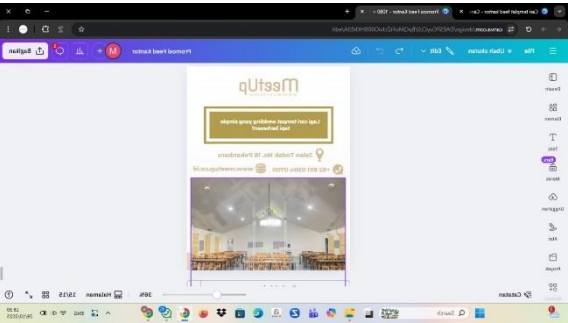
DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Saturday

Date : 27 Oktober – 01 November 2025

No	TIME	THE ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday,27 Oktober 2025	Preparing a room for psychological practice		
2	Tuesday,28 Oktober 2025	Serving guests in the room		
3	Wednesday,29 Oktober 2025	Create office feed ads	Winda Oktavia	
4	Thursday,30 Oktober 2025	Serving guests in the room		
5	Friday,31 Oktober 2025	preparing the room for the wedding ceremony		
6	Saturday,1 November 2025	preparing the room for the wedding ceremony		

NO	WORKING	EXPLANATION
1		Preparing a room for psychological practice

2		Serving guests in the room
3		Create office feed ads
4		Serving guests in the room

5		preparing the room for the wedding ceremony
6		preparing the room for the wedding ceremony

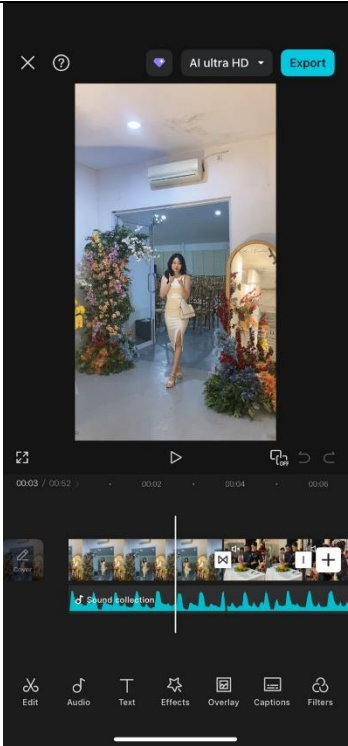
DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Saturday

Date : 27 Oktober – 01 November 2025

No	TIME	THE ACTIVIES	TASK ASSIGNOR	SIGNATURE
1	Monday,3 November 2025	Follow the boss to the project		
2	Tuesday,4 November 2025	Video editing after the wedding		
3	Wednesday,5 November 2025	Preparing the meeting room		
4	Thursday,6 November 2025	Serving guests viewing offic and meeting rooms	Winda Oktavia	
5	Friday,7 November 2025	Preparing the room		
6	Saturday,8 November 2025	Preparing the room for the wedding		

NO	WORKING	EXPLANATION
1		Follow the boss to the project

2		Video editing after the wedding
3		Preparing the meeting room

4		Serving guests viewing offic and meeting rooms
5		Preparing the room

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Saturday

Date : 10 November 15 2025

No	TIME	THE ACTIVIES	TASK ASSIGNOR	SIGNATURE
1	Monday,10 November 2025	Taking wedding video footage		
2	Tuesday,11 November 2025	Preparing the event room		
3	Wednesday,12 November 2025	Prepare function Hall room		
4	Thursday,13 November 2025	Working on a project with the boss	Winda Oktavia	
5	Friday,14 November 2025	Working on a project with the boss		
6	Saturday,15 November 2025	Creating a text design		

NO	WORKING	EXPLANATION
1		Taking wedding video footage

2		Preparing the event room
3		Prepare function Hall room
4		Working on a project with the boss

5		Working on a project with the boss
6		Creating a text design

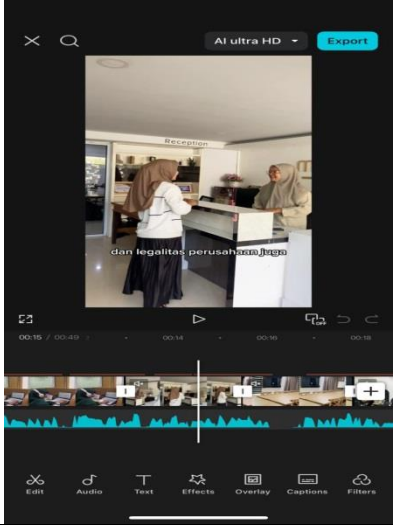
DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Saturday

Date : 17 November 22 2025

No	TIME	THE ACTIVIES	TASK ASSIGNOR	SIGNATURE
1	Monday,17 November 2025	Go with the boss to the project site		
2	Tuesday,18 November 2025	Recording Yuni video content		
3	Wednesday,19 November 2025	Creating a design	Winda Oktavia	
4	Thursday,20 November 2025			
5	Friday,21 November 2025			
6	Saturday,22 November 2025			

NO	WORKING	EXPLANATION
1		Go with the boss to the project site

2		Recording Yuni video content
3		Creating a design
4		Final Internship presentation

5		Handover of souvenirs
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APENDIX 6: DAILY ACTIVITY LOGBOOK

Rincian Kegiatan						
		2025	DESTIANINGSIH, M.Pd	Wahyuni		
184	Sabtu, 26 Juli 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	searching for content ideas		
185	Jumat, 25 Juli 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Helping the staff compose letters		
186	Jumat, 25 Juli 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	create an Instagram story		
187	Kamis, 24 Juli 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Take video at the Gacoan training event		
188	Kamis, 24 Juli 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Helping the staff compose letters		
189	Rabu, 23 Juli 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	preparing the room for training Gacoan		
190	Rabu, 23 Juli 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	preparing the room for training gacoan		
191	Selasa, 22 Juli 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Creating function hall article -wedding		
192	Selasa, 22 Juli 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	creating a function hall article for the graduation ceremony		
193	Senin, 21 Juli 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Tour MeetUp Coworking & Office Space		
194	Senin, 21 Juli 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Tour meetup Coworking & Office		

Rincian Kegiatan						
		2025	DESTIANINGSIH, M.Pd	Wahyuni		
172	Selasa, 5 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	video editing		
173	Sabtu, 2 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Take video Parent's Talk Event		
174	Sabtu, 2 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	editing videos of parents talks		
175	Jumat, 1 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Preparing a room for learning to cook and learning to make coffee like a barista		
176	Jumat, 1 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Preparing a room for learning to cook and learning to make coffee like a barista		
177	Rabu, 30 Juli 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Posting stories on Instagram-Hope Ponsel		
178	Rabu, 30 Juli 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	create a script for a promotional video		
179	Selasa, 29 Juli 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Prepare Event Room for meeting Hope Ponsel		
180	Selasa, 29 Juli 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Preparing the event room		
181	Senin, 28 Juli 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Publish articles to Google Business function hall-Wedding		
182	Senin, 28 Juli 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Editing video		

Rincian Kegiatan		DeepL Translate: The world's m...		Dosen dan Tendik - Jurusan Ba...		
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	Agustus 2025	DESTIANINGSIH, M.Pd	Wahyuni	Log in to your company account		
161	Senin, 11 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Log in to your company account		
162	Sabtu, 9 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	prepare cafe room		
163	Sabtu, 9 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	setting up the reservation table		
164	Jumat, 8 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Prepare Event Room, Indodana		
165	Jumat, 8 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Take videos and edit videos for stories on Instagram.		
166	Jumat, 8 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	create Instagram stories about meeting activities		
167	Kamis, 7 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	prepare event room for indodana		
168	Kamis, 7 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	setting up a meeting room		
169	Rabu, 6 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Take videos to create content for meetup		
170	Rabu, 6 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	editing video reels		
171	Selasa, 5 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Learn about Digital Marketing		

Rincian Kegiatan		DeepL Translate: The world's m...		Dosen dan Tendik - Jurusan Ba...		
polbeng.siacloud.com/siakad/set_kegiatankn/2449						
	Agustus 2025	DESTIANINGSIH, M.Pd	Wahyuni			
149	Selasa, 19 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Preparing the meeting room		
150	Sabtu, 16 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Taking practice VIO Optic videos		
151	Sabtu, 16 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Taking practice eye/VIO videos		
152	Jumat, 15 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Posting video reels on Instagram meetup		
153	Jumat, 15 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Follow the boss to the project and help with the video.		
154	Kamis, 14 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Prepare Kaca Room-vio Optic		
155	Kamis, 14 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Posting a single post on Meeta Manager		
156	Rabu, 13 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Posting articles on the MeetUp website		
157	Rabu, 13 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	printing and photocopying		
158	Selasa, 12 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Creating an Article		
159	Selasa, 12 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Creating a draft of words for a single post		

137	Selasa, 26 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	writing articles in Google Drive	
138	Senin, 25 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Preparing the Meeting Room	
139	Senin, 25 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	taking an endoscopic video	
140	Sabtu, 23 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Preparing a room for psychological practice	
141	Sabtu, 23 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Preparing a room for psychological practice	
142	Jumat, 22 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Directing guests for interviews at Indodana	
143	Jumat, 22 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Directing guests for interviews at Indodana	
144	Kamis, 21 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Presentation of one month's work at MeetUp	
145	Kamis, 21 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Monthly report presentation at MeetUp	
146	Rabu, 20 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Prepare a meeting room and learn to fill out the agenda	
147	Rabu, 20 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Prepare a meeting room and learn to fill out the agenda	
148	Selasa, 19 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Preparing the meeting room	

126	Senin, 1 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Take videos for to news interview	
127	Senin, 1 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	A few video revisions	
128	Sabtu, 30 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Printing and photocopying	
129	Sabtu, 30 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Preparing the meeting room	
130	Jumat, 29 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Meeting to assign tasks for writing article and making content	
131	Jumat, 29 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Meeting to assign tasks for writing articles and making videos	
132	Kamis, 28 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Prepare the office room for meeting PT. Andalas	
133	Kamis, 28 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	writing articles	
134	Rabu, 27 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Meeting to assign tasks for writing articles and making videos	
135	Rabu, 27 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Creating content plans	
136	Selasa, 26 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	creating a plan for a video	
137	Selasa, 26 Agustus 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	writing articles in Google Drive	

115	Senin, 8 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Taking a video	
116	Senin, 8 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Tidy up the room after the wedding	
117	Senin, 8 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Tidy up the room after the wedding	
118	Sabtu, 6 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Preparing the room for the wedding reception	
119	Sabtu, 6 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Taking videos of the wedding ceremony	
120	Kamis, 4 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Article Revision	
121	Kamis, 4 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Article revision	
122	Rabu, 3 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Directing the interview room at PT Indodana	
123	Rabu, 3 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Directing the interview room at PT Indodana	
124	Selasa, 2 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Prepare the Room	
125	Selasa, 2 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Preparing the room	
126	Senin, 1 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Take videos for IG Reels MeetUp	

105	Senin, 15 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Article revision	
106	Sabtu, 13 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	preparing the meeting room	
107	Sabtu, 13 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	preparing the meeting room	
108	Jumat, 12 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Take video interview	
109	Jumat, 12 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	taking a video of the apartment	
110	Kamis, 11 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Revision video that has been edited	
111	Kamis, 11 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Revision video that has been edited	
112	Rabu, 10 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Prepare Event Room	
113	Rabu, 10 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Editing videos	
114	Selasa, 9 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Creating a script content	
115	Selasa, 9 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Taking a video	

		September 2025	DESTIANINGSIH, M.Pd	Wahyuni	Depo Bangunan	
93	Senin, 22 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	preparing the seminar room		
94	Sabtu, 20 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Preparing the meeting room		
95	Sabtu, 20 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	preparing the meeting room		
96	Jumat, 19 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Video Revisions		
97	Jumat, 19 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	video revisions		
98	Kamis, 18 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Set up a room virtual office for Pt. Sarana Jaya		
99	Kamis, 18 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	preparing the meeting room		
100	Rabu, 17 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Prepare Event Room -Indodana		
101	Rabu, 17 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	preparing the room coworking space		
102	Selasa, 16 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Take video at the Rees IG meetup		
103	Selasa, 16 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	video recording at the Rees IG meetup		

		September 2025	DESTIANINGSIH, M.Pd	Nurul Emilin		
82	Sabtu, 27 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	tidy up the class room		
83	Sabtu, 27 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	tidy up the meeting room		
84	Jumat, 26 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	direct guests		
85	Jumat, 26 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	direct guests		
86	Kamis, 25 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	taking a video on the third day of the Depo Bangunan		
87	Kamis, 25 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	taking a video on the third day of the depot Bangunan		
88	Rabu, 24 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	video training on building storage and preparing rooms		
89	Rabu, 24 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Take a video training on building storage and preparing rooms		
90	Selasa, 23 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Take a video of the Depo Bangunan training event		
91	Selasa, 23 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	building maintenance training video Depo Bangunan		
92	Senin, 22 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Prepare function hall room-Training Depo Bangunan		

		2025	DESTIANINGSIH, M.Pd	Wahyuni		
71	Sabtu, 4 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	accompanying the boss to the project and taking photos of the project		
72	Jumat, 3 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Uploading Reels Videos to Instagram MeetUp		
73	Jumat, 3 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Editing promotional videos for rooms		
74	Kamis, 2 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	content revision for IG reels MeetUp		
75	Kamis, 2 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	taking video content		
76	Rabu, 1 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	editing video		
77	Rabu, 1 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Video editing		
78	Selasa, 30 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Creating Video		
79	Selasa, 30 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Creating an article		
80	Senin, 29 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Preparing the Room		
81	Senin, 29 September 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Preparing the room		

		2025	DESTIANINGSIH, M.Pd	Wahyuni		
60	Jumat, 10 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Prepare Room-vio optical		
61	Jumat, 10 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Serving guests from PT OPP picking up documents		
62	Kamis, 9 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Serving guests customer		
63	Kamis, 9 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Serving guests psychological patients		
64	Rabu, 8 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Printing & photocopy		
65	Rabu, 8 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Prepare Event Room-Indodana		
66	Selasa, 7 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Prepare Event Room-Indodana		
67	Selasa, 7 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Take a video - Bondall Company		
68	Senin, 6 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Take a video - Bondall Company		
69	Senin, 6 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	editing videos for company IG stories		
70	Sabtu, 4 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Serving guests		

48	Jumat, 17 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Preparing event room	
49	Jumat, 17 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Preparing the event room	
50	Kamis, 16 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Printing & photocopy	
51	Kamis, 16 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Viewing the office room with Kak Winda	
52	Rabu, 15 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Preparing the training room at PT Batara Surya Semesta	
53	Rabu, 15 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Prepare Event Room- PT. Batara Surya Semesta	
54	Selasa, 14 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Serving guests interview	
55	Selasa, 14 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	photocopy documents	
56	Senin, 13 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Editing story IG - Vio Clinic	
57	Senin, 13 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	taking a video of the VIO event	
58	Sabtu, 11 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Receiving documents	
59	Sabtu, 11 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Take video -vio clinic	

37	Jumat, 24 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Preparing the classroom	
38	Kamis, 23 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	serving customers for viewing offices	
39	Kamis, 23 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Uploading videos on Reels MeetUp Coworking	
40	Rabu, 22 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	to the project with kak Shella	
41	Rabu, 22 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	tidy up the event room	
42	Selasa, 21 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Prepare the Event room for Indodana Meeting	
43	Selasa, 21 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Preparing the room for Indodana monthly meeting	
44	Senin, 20 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Accompany Shella to the project and take photos for documentation.	
45	Senin, 20 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Creating content script	
46	Sabtu, 18 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Tidy up the event room	
47	Sabtu, 18 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Preparing the physical therapy room	
48	Jumat, 17 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Preparing event room	

26	Kamis, 30 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	guest to viewing the room	  
27	Kamis, 30 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Serving guests in the room	  
28	Rabu, 29 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Create an Instagram feed	  
29	Rabu, 29 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Create office feed ads	  
30	Selasa, 28 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Prepare meeting room	  
31	Selasa, 28 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Serving guests in the room	  
32	Senin, 27 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	serving customers for viewing rooms	  
33	Senin, 27 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Preparing a room for psychological practice	  
34	Sabtu, 25 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Tidy up the classroom	  
35	Sabtu, 25 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Cleaning the room after training	  
36	Jumat, 24 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Preparing the Class Room for the Exam	  
37	Jumat, 24 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Preparing the classroom	  

15	Kamis, 6 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Serving guests viewing office and meeting rooms	  
16	Rabu, 5 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	create Instagram Reels content	  
17	Rabu, 5 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Preparing the meeting room	  
18	Selasa, 4 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Prepare meeting room	  
19	Selasa, 4 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Video editing after the wedding	  
20	Senin, 3 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Follow the boss to the project	  
21	Senin, 3 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Tidy Up function hall room	  
22	Sabtu, 1 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Taking videos of the wedding ceremony	  
23	Sabtu, 1 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Taking wedding videos and photographs	  
24	Jumat, 31 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	preparing the room for the wedding ceremony	  
25	Jumat, 31 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Preparing the Function Hall room for the wedding	  
26	Kamis, 30 Oktober 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	guest to viewing the room	  

	November 2025	DESTIANINGSIH, M.Pd	Nurul Emilin	Meeting and prepare the event	  
4	Rabu, 12 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Prepare function Hall room	  
5	Rabu, 12 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Prepare function Hall room	  
6	Selasa, 11 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Prepare the Event Room	  
7	Selasa, 11 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Preparing the event room	  
8	Senin, 10 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Taking video and photo wedding event	  
9	Senin, 10 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Taking wedding video footage	  
10	Sabtu, 8 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Prepare Function hall for the wedding	  
11	Sabtu, 8 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Preparing the room for the wedding	  
12	Jumat, 7 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	take videos for IG MeetUP feed content	  
13	Jumat, 7 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Preparing the room	  
14	Kamis, 6 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	take videos for IG MeetUP feed content	  

No.	Tgl. Kegiatan	Pembimbing	Penulis	Topik	Aksi
1	Sabtu, 22 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Handover of souvenirs	
2	Jumat, 21 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Final Internship presentation	
3	Jumat, 21 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Final Internship presentation	
4	Kamis, 20 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Editing Videone stop business services	
5	Kamis, 20 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Creating a design	
6	Rabu, 19 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Take Video one stop business	
7	Rabu, 19 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Accompanying Kak Sela to review the event location at SMAN 7 Pekanbaru	
8	Selasa, 18 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Serving guests for viewing room	
9	Selasa, 18 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	recording Yuni video content	
10	Senin, 17 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221064 - Sri Wahyuni	Editing Video palugda	
11	Senin, 17 November 2025	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504221059 - Nurul Emilin	Go with the boss to the project site	