

APPRENTICESHIP REPORT
MEETUP COWORKING & OFFICE SPACE
PEKANBARU – RIAU

ZALINA
Reg. Number: 5504211029



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

APPROVAL SHEET


APPROVAL SHEET APPRENTICESHIP REPORT MEETUP COWORKING & OFFICE SPACE PEKANBARU – RIAU

Written as one of the requirements for completing Apprenticeship

ZALINA
5504211029

Pekanbaru, December 19th 2024

Director
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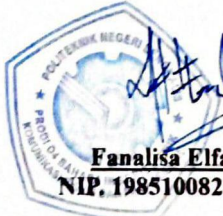

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ACCEPTANCE SHEET

ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of Zalina Reg. Number 5504211029 who has done the apprenticeship at MeetUp Coworking & Office Space started from Agustus 19th to December 19th 2024. 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, January 9th 2024

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ACKNOWLEDGEMENT

Praise the writer's gratitude to Allah SWT, because for the blessings and grace the writer can complete this Apprenticeship Report. The writing of this Apprenticeship Report is carried out in order to fulfil one of the requirements to get a grade in the Diploma 4 English for Business and Professional Communication study program at State Polytechnic of Bengkalis.

In writing this Apprenticeship Report, it may not be completed without guidance, advice, assistance and support from various parties. Therefore, on this occasion the writer would like to express gratitude to:

1. Johny Custer, ST., MT as the Director of State Polytechnic of Bengkalis.
2. Diah Paramita Sari, M.Pd as the Head of the Language Department
3. Fanalisa Elfa, M. Pd as the Head of D-IV English for Business and Professional Communication Study Program.
4. Ari Satria, M.Pd. B. I as the Head of D-III English Study Program.
5. Arita Destianingsih, M. Pd as advisor of apprenticeship.
6. Shiella Deani as the Managing Director in MeeUp Coworking & Office Space
7. Winda Oktavia S.I.Kom as the Advisor who has guided and taught many new things to the writer during the apprenticeship.
8. All the big family of MeetUp Coworking & Office Space Pekanbaru who have been providing lessons and guidance in completing the internship.
9. All Lectures of Language Department at State Polytechnic of Bengkalis
10. Especially all family members who have given a lot of sacrifice, prayers, support, energy, their time and materials to help and support the writer from the beginning to the end of this apprenticeship.
11. All friends who have accompanied and provided support to the writer during the apprenticeship activities especially Nur Fatihah my internship partner.
12. For someone who is usually called bias by the author, namely from a boy group from South Korea, namely a member of the XODIAC group, Kim Davin, who has become the author's inspiration and enthusiasm in doing internships and also internship reports.
13. All parties who have been present in the writer's life, who cannot have mentioned one by one.

The writer realizes that in the preparation of this Apprenticeship report, it is still far from perfect, both in terms of preparation, language and writing. Therefore, the writer really expects constructive criticism and suggestions to become a reference for writers in the future. Hopefully this apprenticeship report can be useful for the writer and the reader.

Bengkalis, 16th January, 2024
Best Regards,

Zalina
Reg. Number 5504211029

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CHAPTER 1

INTRODUCTION

1.1 Background of Apprenticeship

“Apprenticeship” or “Internship” is a real-world learning activity carried out by students in a company, organization, or institution to apply the knowledge that has been learned during the education period. This program provides an opportunity to gain direct work experience and understand how things work in a particular industry. An internship or practical work is a very important first step for anyone who wants to prepare themselves to enter the world of work with confidence and competence. These internship programs usually last for a certain period, such as a few weeks to a few months, and aim to equip participants with practical knowledge and skills relevant to the field of work they are interested in.

State Polytechnic of Bengkalis is a vocational college established by the Bengkalis Regency Government since 2000 which has an orientation in the fields of information technology, commerce, language, manufacturing, and maritime affairs. Initially, the State Polytechnic of Bengkalis was named the Bengkalis Shipbuilding Polytechnic, the construction of the Bengkalis Shipbuilding Polytechnic was the result of collaboration between the Bengkalis Regency Government and the Gema Bahari Foundation. At that time, the Polytechnic had 3 study programs: Ship Electrical Engineering, Ship Building Engineering, and Ship Mechanical Engineering. In the following years, the Polytechnic changed its name to Bengkalis Polytechnic and was under Yayasan Bangun Insani (YBI) with 5 study programs: Shipbuilding Engineering, Mechanical Engineering, Electrical Engineering, Civil Engineering, and Business Administration.

On July 29, 2011, Bengkalis Polytechnic officially became a state-owned university with the name State Polytechnic of Bengkalis through the Regulation of the Minister of National Education (Permendiknas) No. 28 of 2011 concerning the Establishment, Organization and Work Procedures of State Polytechnic of Bengkalis. State Polytechnic of Bengkalis was then inaugurated on December 26, 2011 by the Minister of Education and Culture of the Republic of Indonesia.

State Polytechnic of Bengkalis has 18 (eighteen) Study Programs consisting of 10 (ten) D3 (diploma three) in the fields of Shipbuilding Engineering, Informatics Engineering,

Electrical Engineering, Nautica, Commercial Shipping Management, Business English, and Business Administration, and 8 (eight) D4 (diploma four) Study Programs, including Production and Maintenance Mechanical Engineering, International Business Administration, Public Financial Accounting, Electrical Engineering, Road and Bridge Planning Engineering, Information System Security Engineering, English for Business and Professional Communication and Software Engineering. Each department has its own competencies and is ready to be placed anywhere when carrying out internships in the chosen company.

Internships carried out by students of the English for Business and Professional Communication study program are after they have successfully completed 6 (six) semesters of lectures and will carry out internships in the 7 (seven) semesters. Internships are carried out for six months.

Based on the explanation above, the author a student of the Study Program English for Business and Professional Communication has chosen MeetUp Coworking & Office Space as a place to carry out an internship for four months. During the internship the author was placed in the Event & Marketing Creative department. The reason the author chose MeetUp Coworking Space as a place to carry out an internship is that the author wants to learn more deeply and develop the knowledge that has been learned so that it can be implemented in the world of work. And also wants to learn more about the way of working in the internship company with what has been learned.

Practical work starts on August 19th to December 19th, 2024. The implementation of this practical work is expected to be able to add work experience and also add insight to the author about the world of work when dealing with many people with what has been learned.

1.2 Purpose of Apprenticeship

The purpose of the practical work carried out at MeetUp Coworking & Office Space are:

1. To gain work experience in the company through apprenticeship at MeetUp Coworking & Office Space.
2. To find out the kind of work done in MeetUp Coworking Space.
3. To find out the working procedures done in MeetUp Coworking Space.
4. To find out the obstacles and solution during practical work.

1.3 Significance of the Apprenticeship

The practical work carried out is very beneficial for several parties such as students, companies, and State Polytechnic of Bengkalis:

1. For Students

Internship programs offer students the opportunity to gain hands-on experience and practical skills that complement their academic knowledge. By working in a real-world environment, students develop a deeper understanding of their chosen field, improve problem-solving abilities, and build professional networks. These experiences not only improve their confidence and adaptability, but also make them more competitive in the job market. Furthermore, internships often provide a clearer path to future employment, as many companies prefer to hire individuals who have demonstrated their abilities during the program.

2. For company

Companies can develop a pool of talented people tailored to their operational needs, reducing the time and costs associated with external recruitment and training. Student interns bring new perspectives and innovative ideas that can improve productivity and problem-solving. In addition, offering an internship program demonstrates the company's commitment to community and workforce development, enhancing the company's reputation and brand.

3. For State Polytechnic of Bengkalis

Internship programs enhance the college's ability to bridge academic learning with real-world applications. The program allows institutions to align their curriculum with industry needs, ensuring students are better prepared to enter the workforce. By collaborating with companies, campuses can build strong industry partnerships, enhance their reputation and attract more students. In addition, these programs provide students with valuable experience for the company so that the learning that has been taught will be sustainable in the world of work.

CHAPTER II

GENERAL DESCRIPTION OF COMPANY

2.1 Company History



Figure 2.1 MeetUp Building

Meetup Coworking & Office Space comes as the first coworking in Pekanbaru which was established in 2021. Coworking is a concept of shared workspace where individuals or groups from various backgrounds, such as freelancers, startups, small companies, or even employees of large companies, work in the same place. In coworking, users share facilities such as desks, meeting rooms, internet connections, kitchens, and relaxing areas, but still have the flexibility to work independently or collaboratively. Coworking provides many benefits, including more affordable costs than renting a private office, opportunities to network with other professionals, and an environment that supports creativity and productivity. The concept is becoming increasingly popular in the era of flexible working, especially among remote workers and digital nomads.

MeetUp Coworking is a creative startup ecosystem builder that also provides office space rentals, meetings, meetings, studios, and virtual offices that can be used hourly, daily, weekly, monthly and annually with complete facilities. Meetup Coworking & Office Space was established amidst the growing need for flexible and creative workspaces among professionals, business people, and creative economy players in Riau.

The concept presented by Meetup Coworking & Office Space is a cozy cafe feel. Meetup Coworking & Office Space has a very strategic location because it is close to shopping centers in Pekanbaru City, and not far from the government center and airport so that it can make it easier for everyone to find out about this place easily. MeetUp Coworking & Office Space provides convenient and affordable facilities such as coworking areas, meeting rooms, private offices, virtual offices, dedicated desks, classrooms, event spaces and halls. For Virtual Office itself is not a physical office but a virtual office where the company only needs a clear domicile address to carry out transactions in work and facilitate the delivery of letters and goods to the address listed.

MeetUp Coworking & Office Space also often collaborates with creative and business communities in Pekanbaru. As time goes by MeetUp Coworking & Office Space expands its business range in addition to renting out space for events and meetings also provides EO (Event Organizer) services. With this service, many clients often hold events such as seminars, training Talk Shows, and meetings that connect with many professional business people from various fields with a capacity of over 100 people. This makes MeetUp Coworking & Office Space not just an ordinary office rental place but a place that can be used to carry out activities from various large communities. MeetUp Coworking & Office Space also promotes its space rental and event organizer services to various social media platforms such as Facebook, Instagram, Whatsapp Broadcasting, and Meta Ads. This platform is a very important and useful tool in this day and age in terms of marketing and promotion.

Until now MeetUp Coworking & Office Space is still consistent and collaborates with business people and the creative economy in Riau. They are committed to continuing to contribute to the development of the digital creative economy in this region.

2.2 Vision and Mission

a. Vision

To be the leading collaboration and innovation center in Pekanbaru that empowering creative and digital communities, as well as encouraging the creation of a creative, productive, and globally competitive young generation.

b. Mission

MeetUp Coworking & Office Space's mission as a company is as follows:

1. Provide an innovative workspace
2. Encourage collaboration and networking
3. Become a more widely accessible coworking space
4. Become a larger office and service rental venue and provide the best venue for formal and non-formal events.
5. Facilitate the development of creative economy and ecosystem

2.3 Kind of Business

MeetUp Coworking & Office Space is a company engaged in providing flexible and innovative workspace spaces that can be rented by the day, month, or year. The company provides rental services such as Coworking Space, Private Room, Dedicated Desk, Meeting Room, Classroom, Event Room, Function Hall which can be used for formal and non-formal events as well as weddings, and also Virtual Office address creation services outside Pekanbaru.

The following is an explanation of the facilities at MeetUp Coworking & Office Space:

1. Coworking Area

Coworking areas are places that can be rented for those who are freelancers, remote workers or people who need a quiet place and don't want to be disturbed when they want to do job interviews or online meetings. For the price offered when halfday is Rp. 25,000, fullday Rp. 50,000 and per month is Rp. 800,000 per pax.

2. Private Room

Private Room is a workspace that is provided with privacy and cannot be entered by other people. The room provided is also closed and separate. The price offered is Rp. 4,000,000 per month complete with facilities provided by the company.

3. Dedicated Desk

A special desk is a shared workspace that specifically emphasizes privacy at each table. So that each table is given a border so as not to disturb other

tenants. The price offered starts from Rp. 25,000 for half day. Rp. 50,000 for full day and Rp. 1,000,000 for monthly.

4. Event Room

This room is available for events with a capacity of 30-50 people. The price offered starts from Rp. 350,000 per hour complete with free coffee and tea snacks and meals if the renter wants the meals provided by the office.

5. Meeting Room

Meeting Room is a meeting room that can be used with a capacity of 10 people. The price offered is Rp. 100,000 per hour.

6. Classroom

Classroom is a learning space and can also be used for meetings and other events with a capacity of 20 people. The price offered is Rp. 200,000 per hour.

7. Function Hall

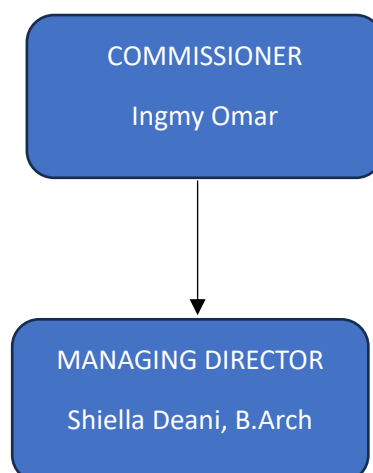
Function Hall is a hall that can be used to conduct various events such as seminars, talk shows, training and weddings. The capacity for this room is 100-300 people. The price offered starts from Rp. 1,000,000 per hour, half day 5 hours is Rp. 8,000,000 and full day is Rp. 15,000,000.

8. Virtual Office

Virtual Office is a virtual or non-physical office located somewhere and they only need a clear domicile to conduct transactions and all types of work are done digitally without physical contact.

2.4 Organization Structure

The organizational structure of MeetUp Coworking & Office Space can be found below:



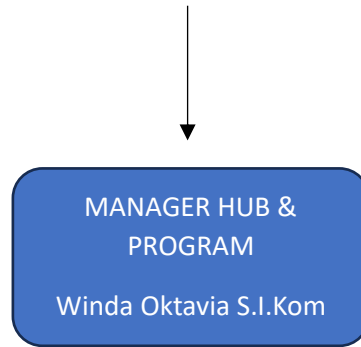


Figure 2.2 Organization Structure

The organizational structure at MeetUp Coworking & Office Space Pekanbaru is arranged in accordance with the duties and responsibilities of each field. From the structure above, the author provides a little explanation of the duties and responsibilities taken by each field as follows:

1. Commissioner

Commissioner is the highest position in a company that is responsible for the progress of the company. The Commissioner must take full responsibility for MeetUp Coworking & Office Space. Commissioners are not directly involved in the daily operational decision-making of the company.

2. Managing Director

Managing Directors are tasked with providing inspiration, motivation, and guidance to leaders and managers in a company. They are tasked with directing the company's operations to ensure it achieves its goals effectively and efficiently.

3. Manager Hub & Program

The Hub & Program Manager as well as the mentor for the author is in charge of handling the daily life of the office such as taking care of the correspondence of the administration section, cooperation between tenants and offices. The Hub & Program Manager is also willing to replace the Managing Director when he is not in the office. All administrative matters and acceptance of students who want to do practical work will be taken over by the Hub & Program Manager.

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

In this chapter, there are several descriptions of activities during the internship. The practical work was carried out for 4 months from August 19th to December 19th 2024 at MeeUp Coworking & Office Space Pekanbaru. During the internship, the author was placed in the Event & Marketing Creative department. During the implementation of the internship, there were a lot of activities and experiences provided for the author to be able to do the task well.

The internship schedule at MeetUp Coworking & Office Space is as follow:

Table 3.1 Internship Schedule

No	Day	Office Hours	Break
1.	Monday	09:00 – 17:00	12:00 – 13:00
2.	Tuesday	09:00 – 17:00	12:00 – 13:00
3.	Wednesday	09:00 – 17:00	12:00 – 13:00
4.	Thursday	09:00 – 17:00	12:00 – 13:00
5.	Friday	09:00 – 17:00	12:00 – 13:00
6.	Saturday	09:00 – 17:00	12:00 – 13:00
7.	Sunday	Day Off	–

3.1.1 Event & Marketing Creative Job

The work completed by the author is as follows:

1. Sending messages through the Whatsapp Broadcasting application
2. Managing the website & Writing articles on MeetUp Coworking & Office Space official website
3. Serving guests and inquiring about room needs and prepare room
4. Inputting phone numbers of customers into Microsoft Excel
5. Taking videos for official Instagram content and out-of-office activities
6. Editing posters in Canva app
7. Attending seminars and surveys

3.2 System and Procedure

The working procedures done at Event & Marketing Creative are as follows:

1. Sending messages through the Whatsapp Broadcasting application

Based on the job title above, the author must send messages to several phone numbers whose data has been stored in the MeetUp Coworking & Office Space data archive. The application needed is Whatsapp Broadcasting which is an application for sending messages to 50 or 100 people at a time. And the message sent is about the promotion of the room and Function Hall at MeetUp Coworking & Office Space.

Here is how whatsapp broadcasting works:

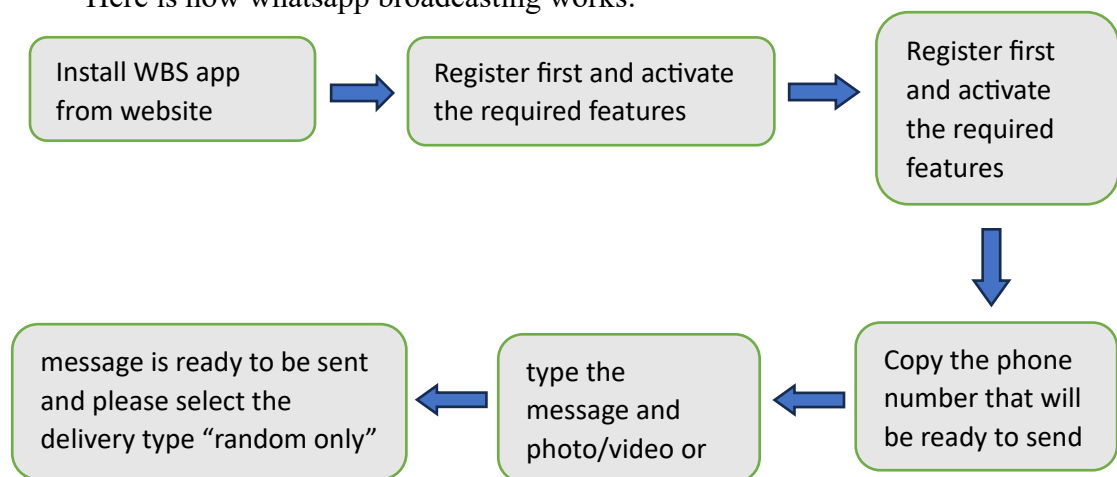


Figure 3.1 Working procedure Whatsapp Broadcasting

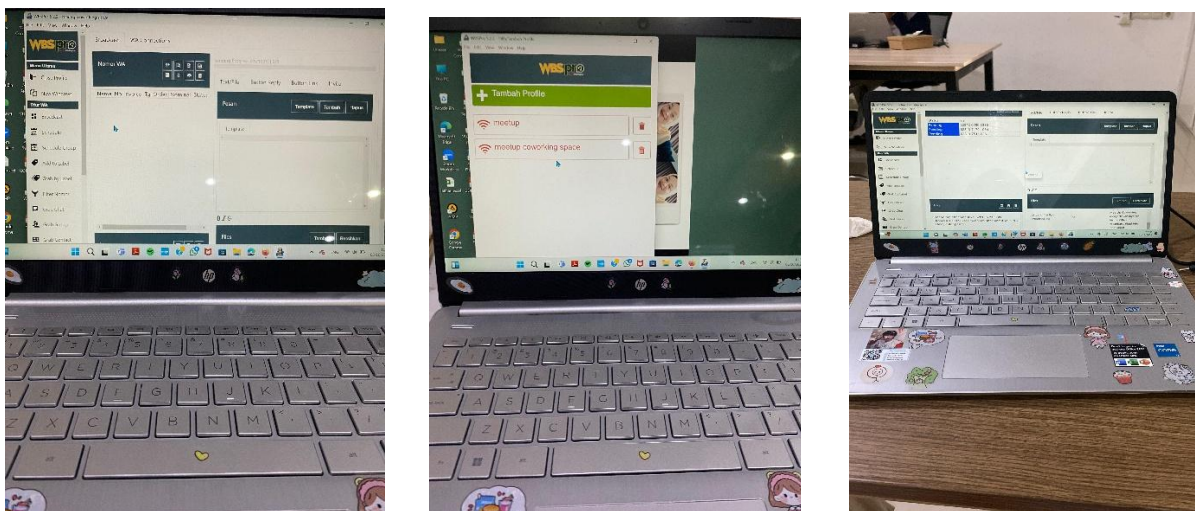


Figure 3.2 Whatsapp Broadcasting apps

Source: Processed Data 2024

2. Managing the website & Writing articles on MeetUp Coworking & Office Space official website

Managing the website means always checking messages, comments, feedback given by clients who have used services at MeetUp Coworking & Office Space and also checking for updates and tools on the website. Writing articles about the room, activities, and promotions. In addition, the time of uploading news and articles must be consistent so that it can be read by people who search for the company's official website on the internet

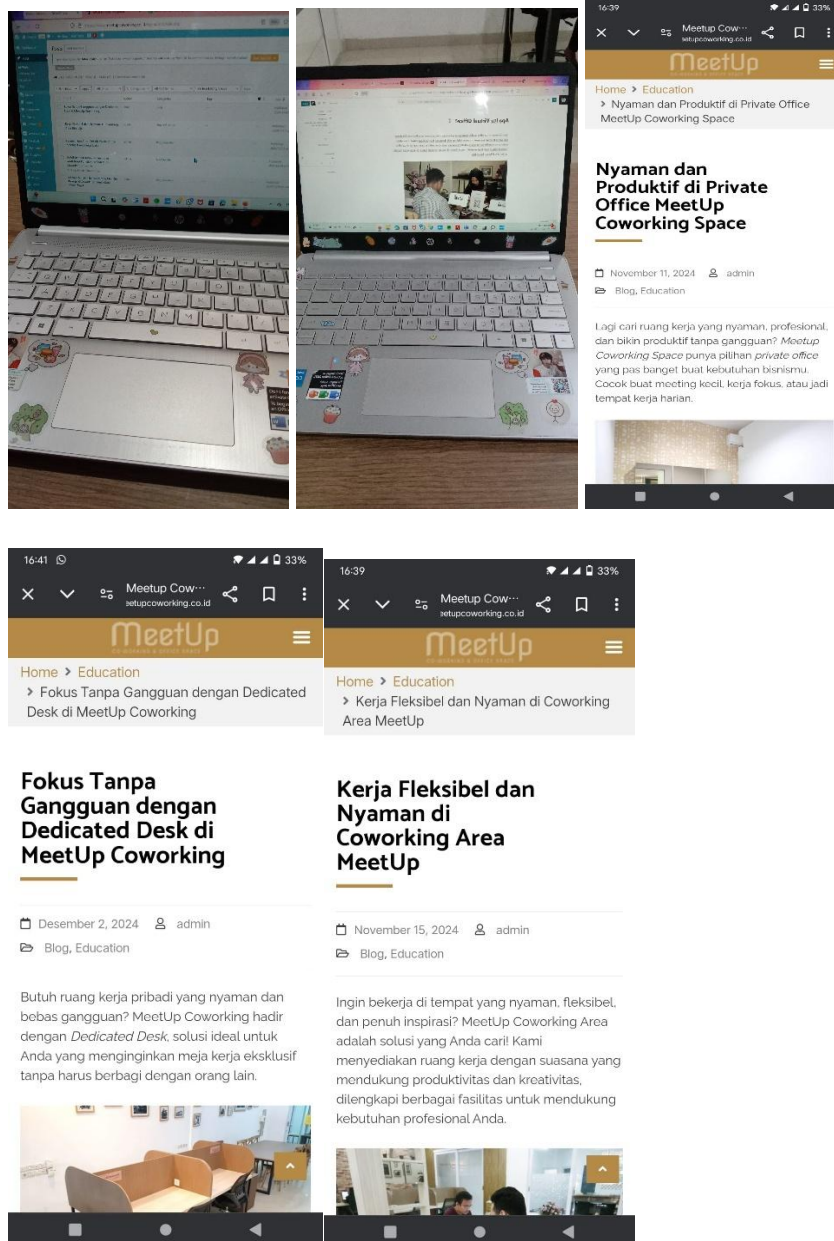


Figure 3.3 Official website
Source: Processed Data 2024

3. Serving guests and inquiring about room needs and prepare room

Based on the name of this activity, the author is in charge of preparing rooms that have been booked in advance via whatsapp or prospective tenants who come directly to conduct events and meetings at the same time. the needs required by prospective tenants such as projectors, drinking water, mics and televisions if needed. Usually many tenants always come and the author immediately welcomes and asks for their needs like a customer service that can serve customers as well as possible.

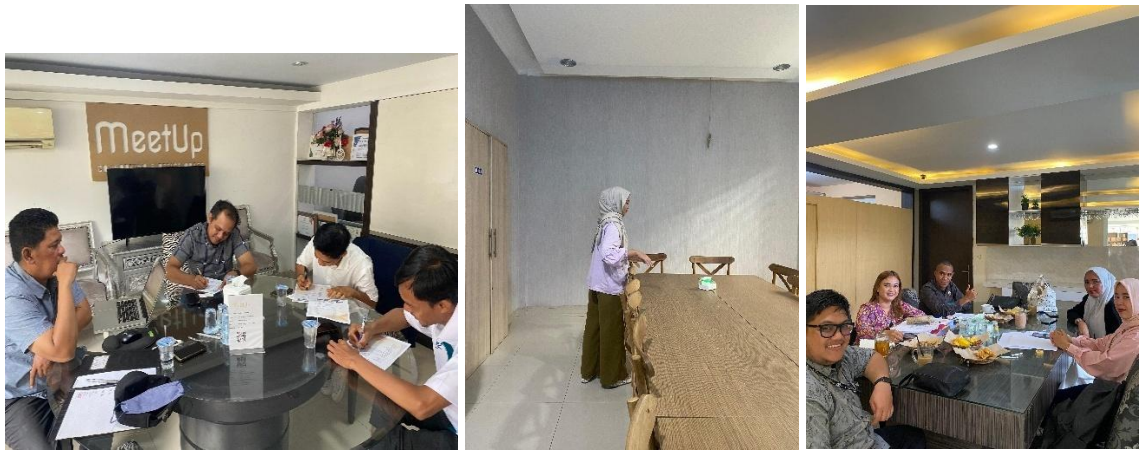


Figure 3.4 Tenants and room preparation
Source: Processed Data 2024

4. Inputting phone numbers of customers into Microsoft Excel

Everyone who has rented a room at MeetUp Coworking & Office Space is always asked to fill in the feedback provided in the online form provided by the company and one of them is by including a cellphone number. the number filled in by them is an archive inputted by the author in Microsoft Excel, the number is very useful for sending promotional messages to them if they want to rent a room or multipurpose hall again at MeetUp Coworking & Office Space.

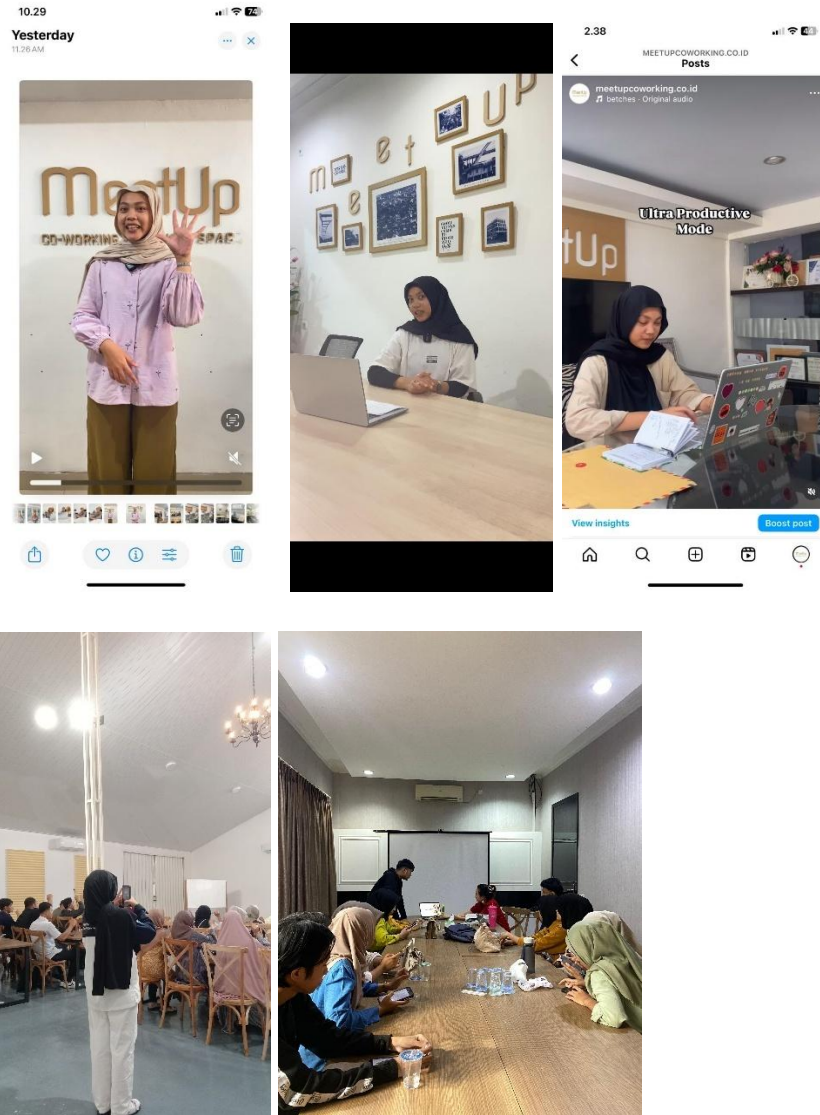


Figure 3.6 Taking video and photo
Source: Processed Data 2024

6. Editing posters in Canva app

The writer is in charge of creating posters, both promotional posters for rooms and function halls and congratulatory posters for parties who have collaborated with MeetUp Coworking & Office Space.

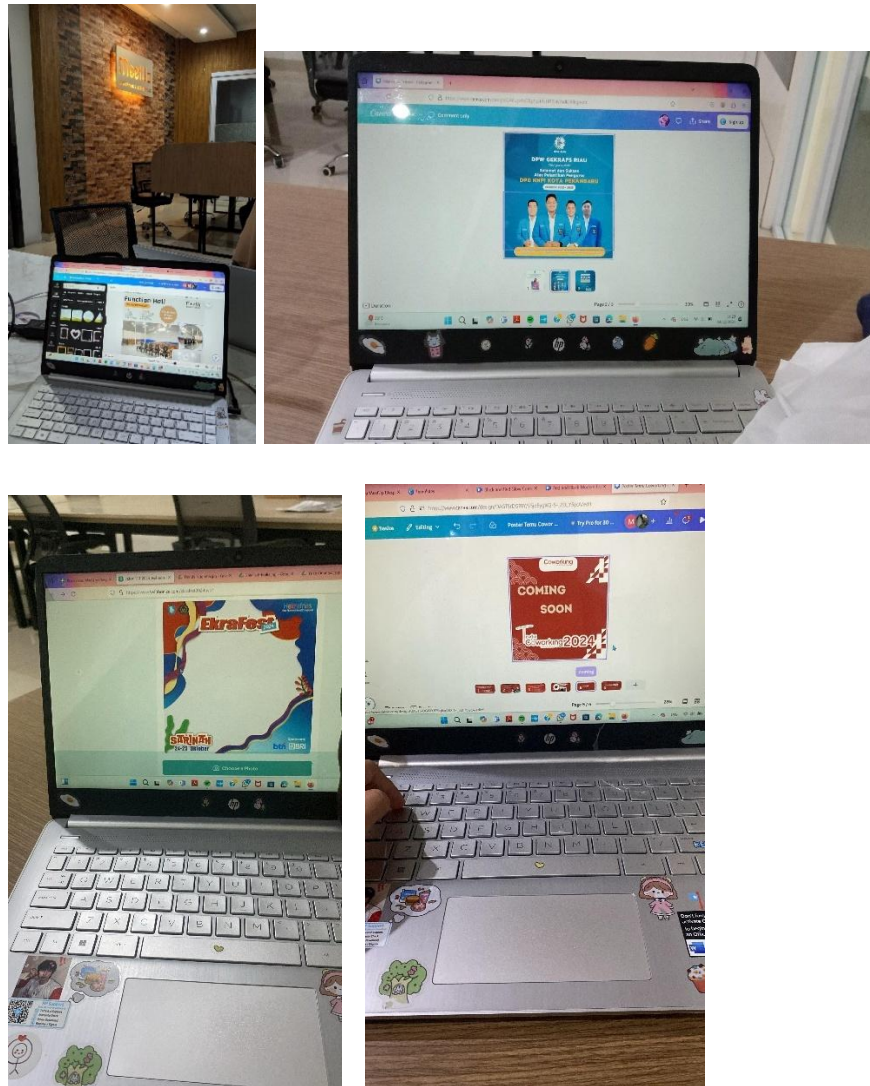


Figure 3.7 Editing Project
Source: Processed Data 2024

7. Attending seminars and surveys

The founder of MeetUp Coworking & Office Space is often invited to various events held by several campuses in Pekanbaru as a speaker at the event because he himself is an entrepreneur while working in the interior field so he often surveys several construction sites. The author served as a companion and prepared all the necessary needs.



Figure 3.8 Attending seminar and project survey

Source: Processed Data 2024

3.3 Place of Apprenticeship

This internship program took place from August 19th to December 19th, 2024. The location of this internship is MeetUp Coworking & Office Space Jl Todak No. 18 Marpoyan Damai District Pekanbaru Riau.

3.4 Kind and Description of the Activity

Daily activities at MeetUp Coworking & Office Space in the Event and Marketing Creative department can be seen in the table below:

Table 3.2 First Week Activities (19th August - 24th August 2024)

No	Day/date	Activity	Place
1.	Monday, August 19 th 2024	1. Introduction 2. Tour of the whole office	MeetUp Operational
2.	Tuesday, August 20 th 2024	Editing function hall promotional flyers	MeetUp Operational
3.	Wednesday, August 21 st 2024	Learning Meta Ads	MeetUp Operational
4.	Thursday, August 22 nd 2024	1. Meeting with founder 2. Explanation of work during the internship	MeetUp Operational
5.	Friday, August 23 rd 2024	Learning Whatsapp Broadcasting	MeetUp Operational

6.	Saturday, August 24 th 2024	Sending messages through the Whatsapp Broadcasting (20 phone number)	MeetUp Operational

Table 3.3 Second Week Activities (26th August – 31st August 2024)

No	Day/date	Activity	Place
1.	Monday, August 26 th 2024	1. Sending messages through the Whatsapp Broadcasting 2. Learn TikTok Affiliate	MeetUp Operational
2.	Tuesday, August 27 th 2024	Sending messages through the Whatsapp Broadcasting (64 phone number)	MeetUp Operational
3.	Wednesday, August 28 th 2024	Sending messages through the Whatsapp Broadcasting (120 phone number)	MeetUp Operational
4.	Thursday, August 29 th 2024	1. Sending message for promotion (50 phone number) 2. Serving guest for room reservation	MeetUp Operational
5.	Friday, August 30 th 2024	Attending seminar and videographer for the event	Universitas Riau
6.	Saturday, August 31 st 2024	Sending message for promotion (80 phone number)	MeetUp Operational

Table 3.4 Third Week Activities (2nd September - 7th September 2024)

No	Day/date	Activity	Place
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1.	Monday, September 2 nd 2024	1. Sending message for Google Play Certificate (130 phone number) 2. Prepare meeting room	MeetUp Operational
2.	Tuesday, September 3 rd 2024	1. Sending message for Google Play Certificate (41 phone number) 2. Meeting with founder discuss about TikTok and Shopee Affiliate, Broadcasting Tour & Travel and Function Hall Promotion	MeetUp Operational
3.	Wednesday, September 4 th 2024	Making video for Instagram content	MeetUp Operational
4.	Thursday, September 5 th 2024	Inputting phone numbers of customers into Microsoft Excel	MeetUp Operational
5.	Friday, September 6 th 2024	Inputting phone numbers of customers into Microsoft Excel	MeetUp Operational
6.	Saturday, September 7 th 2024	Inputting phone numbers of customers into Microsoft Excel	MeetUp Operational

Table 3.5 Fourth Week Activities (9th September - 14th September 2024)

No	Day/date	Activity	Place
1.	Monday, September 9 th 2024	1. Prepare VIP room for meeting 2. Inputting phone numbers of customers into Microsoft Excel	MeetUp Operational

		3. Sending message for promote Function Hall (115 phone number)	
2.	Tuesday, September 10 th 2024	1. Shooting daily content on Instagram 2. Preparing meeting room 3. Sending message for promote Function Hall (100 phone number)	MeetUp Operational
3.	Wednesday, September 11 th 2024	Sending message for promote Function Hall (163 phone number)	MeetUp Operational
4.	Thursday, September 12 th 2024	Preparing event room	MeetUp Operational
5.	Friday, September 13 th 2024	Sending message for promote Function Hall (100 phone number)	MeetUp Operational
6.	Saturday, September 14 th 2024	Sending message for promote Function Hall (55 phone number)	MeetUp Operational

Table 3.6 Fifth Week Activities (16th September – 21st September 2024)

No	Day/date	Activity	Place
1.	Monday, September 16 th 2024	OFF	
2.	Tuesday, September 17 th 2024	1. Sending message for promote Function Hall (100 phone number)	MeetUp Operational
3.	Wednesday, September 18 ^h 2024	1. Sending message for promote Function Hall (163 phone number) 2. Preparing meeting room	MeetUp Operational

4.	Thursday, September 19 th 2024	1. Sending message for promote Function Hall (150 phone number) 2. Meeting with founder	MeetUp Operational
5.	Friday, September 20 th 2024	Sending message for promote Function Hall (60 phone number)	MeetUp Operational
6.	Saturday, September 21 th 2024	Sending message for promote Function Hall (55 phone number)	MeetUp Operational

Table 3.7 Sixth Week Activities (23th September - 28th September 2024)

No	Day/date	Activity	Place
1.	Monday, September 23 th 2024	1. Preparing meeting private room	MeetUp Operational
2.	Tuesday, September 24 th 2024	1. Preparing meeting room 3. Broadcast message for promote Function Hall (107 phone number)	MeetUp Operational
3.	Wednesday, September 25 th 2024	1. Sending message for promote Function Hall (90 phone number) 2. Meeting with mentor discuss about collaboration with wedding organizer	MeetUp Operational
4.	Thursday, September 26 th 2024	1. Learning Google Business and website 2. Sending a message to the wedding organizer to invite collaboration	MeetUp Operational

5.	Friday, September 27 th 2024	1. Chatting with event organizer for promote function Hall 2. Preparing meeting room for 10 people	MeetUp Operational
6.	Saturday, September 28 th 2024	Sending message for promote Function Hall (40 phone number)	MeetUp Operational

Table 3.8 Seventh Week Activities (30th September – 5th October 2024)

No	Day/date	Activity	Place
1.	Monday, September 30 th 2024	1. Contacting Wedding organizer	MeetUp Operational
2.	Tuesday, October 1 st 2024	1. Sending message for wedding organizer 2. Prepare seminar kit for IDP Consultant	MeetUp Operational
3.	Wednesday, October 2 nd 2024	1. Sending message for Event organizer 2. Preparing Meeting room	MeetUp Operational
4.	Thursday, October 3 rd 2024	Sending message for promote Function Hall (82 phone number)	MeetUp Operational
5.	Friday, October 4 th 2024	Preparing Function Hall Training Event from RS.Sansani Pekanbaru	MeetUp Operational
6.	Saturday, October 5 th 2024	Taking video for Training event RS. Sansani	MeetUp Operational

Table 3.9 Eighth Week Activities (7th October – 12th October 2024)

No	Day/date	Activity	Place
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1.	Monday, October 7 th 2024	1. Broadcasting message for promote Function Hall (50 phone number)	MeetUp Operational
2.	Tuesday, October 8 th 2024	1. Broadcasting message for promote Function Hall (104 phone number)	MeetUp Operational
3.	Wednesday, October 9 th 2024	Inputting phone numbers of customers into Microsoft Excel	MeetUp Operational
4.	Thursday, October 10 th 2024	Preparing meeting room Input phone number guest data to Microsoft Excel	MeetUp Operational
5.	Friday, October 11 th 2024	Broadcasting message for promote Function Hall (105 phone number)	MeetUp Operational
6.	Saturday, October 12 th 2024	Inputting phone numbers of customers into Microsoft Excel	MeetUp Operational

Table 3.10 Ninth Week Activities (14th October – 19th October 2024)

No	Day/date	Activity	Place
1.	Monday, October 14 ^h 2024	Inputting phone numbers of customers into Microsoft Excel	MeetUp Operational
2.	Tuesday, October 15 th 2024	Inputting phone numbers of customers into Microsoft Excel	MeetUp Operational
3.	Wednesday, October 16 th 2024	Inputting phone numbers of customers into Microsoft Excel	MeetUp Operational

4.	Thursday, October 17 th 2024	Inputting phone numbers of customers into Microsoft Excel	MeetUp Operational
5.	Friday, October 18 th 2024	Inputting phone numbers of customers into Microsoft Excel	MeetUp Operational
6.	Saturday, October 19 th 2024	Inputting phone numbers of customers into Microsoft Excel	MeetUp Operational

Table 3.11 Tenth Week Activities (21st October – 26th October 2024)

No	Day/date	Activity	Place
1.	Monday, October 21 st 2024	Inputting phone numbers of customers into Microsoft Excel	MeetUp Operational
2.	Tuesday, October 22 th 2024	Making coming soon video for Coworking Indonesia Event in Jakarta	MeetUp Operational
3.	Wednesday, October 23 th 2024	Making Twibbon for Hari Ekonomi Kreatif 2024	MeetUp Operational
4.	Thursday, October 24 th 2024	OFF	
5.	Friday, October 25 th 2024		
6.	Saturday, October 26 th 2024		

Table 3.12 Eleventh Week Activities (28th October – 2nd November 2024)

No	Day/date	Activity	Place
1.	Monday, October 28 th 2024	OFF	

2.	Tuesday, October 29 th 2024		
3.	Wednesday, October 30 th 2024		
4.	Thursday, October 31 st 2024	Checking and write article in website	MeetUp Operational
5.	Friday, November 1 st 2024	Checking and write article in website	MeetUp Operational
6.	Saturday, November 2 nd 2024	Inputting phone numbers of customers into Microsoft Excel	MeetUp Operational

Table 3.13 Twelveth Week Activities (4th November – 9th November 2024)

No	Day/date	Activity	Place
1.	Monday, November 4 th 2024	Checking and write article in website	MeetUp Operational
2.	Tuesday, November 5 th 2024	Checking and write article in website	MeetUp Operational
3.	Wednesday, November 6 th 2024	1. Inputting phone numbers of customers into Microsoft Excel 2. Checking and write article in website	MeetUp Operational
4.	Thursday, November 7 th 2024	1. Checking and write article in website 2. Inputting phone numbers of customers into Microsoft Excel	MeetUp Operational
5.	Friday, November 8 th 2024	Checking and write article in website	MeetUp Operational
6.	Saturday, November 9 th 2024	1. Checking and write article in website 2. Preparing meeting room	MeetUp Operational

Table 3.14 Thirteenth Week Activities (11th November – 16th November 2024)

No	Day/date	Activity	Place
1.	Monday, November 11 th 2024	Writing article about private office in website and upload	MeetUp Operational
2.	Tuesday, November 12 th 2024	Contacting wedding organizer about collaboration	MeetUp Operational
3.	Wednesday, November 13 th 2024	Contacting wedding organizer about collaboration	MeetUp Operational
4.	Thursday, November 14 th 2024	Writing an article in website	MeetUp Operational
5.	Friday, November 15 th 2024	1. Writing an article in website 2. Inputting phone numbers of customers into Microsoft Excel	MeetUp Operational
6.	Saturday, November 16 th 2024	1. Write article in website 2. Inputting phone numbers of customers into Microsoft Excel	MeetUp Operational

Table 3.15 Fourteenth Week Activities (18th November – 23rd November 2024)

No	Day/date	Activity	Place
1.	Monday, November 18 th 2024	Learning digital marketing in zoom meeting	MeetUp Operational
2.	Tuesday, November 19 th 2024	Writing an article in website	MeetUp Operational
3.	Wednesday, November 20 th 2024	Learning digital marketing about SEM & SEO	MeetUp Operational

4.	Thursday, November 21 st 2024	Learning digital marketing about Google Advertising	MeetUp Operational
5.	Friday, November 22 nd 2024	Writing an article in website	MeetUp Operational
6.	Saturday, November 23 th 2024	Making Instagram content	MeetUp Operational

Table 3.16 Fifteenth Week Activities (25th November – 30th November 2024)

No	Day/date	Activity	Place
1.	Monday, November 25 th 2024	Writing a article in website	MeetUp Operational
2.	Tuesday, November 26 th 2024	Writing an article in website	MeetUp Operational
3.	Wednesday, November 27 th 2024	OFF	
4.	Thursday, November 28 th 2024	Writing an article in website	MeetUp Operational
5.	Friday, November 29 th 2024	Writing an article in website	MeetUp Operational
6.	Saturday, November 30 th 2024	1. Making Instagram content 2. Preparing podcast room	MeetUp Operational

Table 3.17 Sixteenth Week Activities (2nd December – 7th December 2024)

No	Day/date	Activity	Place
1.	Monday, December 2 nd 2024	Writing and upload article in website	MeetUp Operational
2.	Tuesday, December 3 rd 2024	Preparing room for event	MeetUp Operational
3.	Wednesday, December 4 th 2024	1. Making a poster for PJ Walikota Pekanbaru 2. Preparing meeting room	MeetUp Operational

4.	Thursday, December 5 th 2024	Writing an article in website	MeetUp Operational
5.	Friday, December 6 th 2024	1. Filling out the managing director's portfolio of activities 2. Making a phone call notary to inquire about virtual office promotions	MeetUp Operational
6.	Saturday, December 7 th 2024	Attending a public speaking seminar at Lancang Kuning University	Lancang Kuning University

Table 3.18 Seventeenth Week Activities (9th December – 14th December 2024)

No	Day/date	Activity	Place
1.	Monday, December 9 th 2024	1. Shooting video for Instagram content 2. Preparing meeting room	MeetUp Operational
2.	Tuesday, December 10 th 2024	1. Surveying wedding location with tenant 2. Meeting and coaching	MeetUp Operational
3.	Wednesday, December 11 th 2024	1. Meeting with Manager Director and mentor discuss about Legal Service virtual office 2. Broadcasting message for promote virtual office (20 phone number)	MeetUp Operational
4.	Thursday, December 12 th 2024	Broadcasting message for promote virtual office (10 phone number)	MeetUp Operational

5.	Friday, December 13 th 2024	1. Contactin a notary outside Pekanbaru by phone to inquire about virtual office legal services. 2. Upload article that have been revised by mentor	MeetUp Operational
6.	Saturday, December 14 th 2024	contacting a notary outside Pekanbaru by phone to inquire about virtual office legal services.	MeetUp Operational

Table 3.19 Eighteenth Week Activities (16th December – 19th December 2024)

No	Day/date	Activity	Place
1.	Monday, December 16 th 2024	Writing and upload the article that have been revised by mentor	MeetUp Operational
2.	Tuesday, December 17 th 2024	Contacting a notary outside Pekanbaru by phone to inquire about virtual office legal services.	MeetUp Operational
3.	Wednesday, December 18 th 2024	Contacting a notary outside Pekanbaru by phone to inquire about virtual office legal services.	MeetUp Operational
4.	Thursday, December 19 th 2024	Presentation of internship report and presentation of memento to MeetUp Coworking & Office Space	MeetUp Operational
5.	Friday, December 20 th 2024	INTERNSHIP COMPLETED	
6.	Saturday, December 21 th 2024		

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

From the contents of the practical work activity report above, it can be concluded that the author has completed an internship for 4 months starting from August 19 to December 19, 2024 at MeetUp Coworking Space Pekanbaru and was placed in the Creative Event & Marketing section. During the implementation of the internship the author has successfully completed the work given, namely:

1. Sending messages via Whatsapp Broadcasting, editing using Canva, learning digital marketing, editing videos of activities, contacting notaries, working with many events and wedding organizers in Pekanbaru, inputting guest number data, serving guests and preparing rooms. In addition, the author has also worked on jobs and events outside the office.
2. All tasks given by the company to the author can be completed correctly and on time so that they can trust the author to do work both outside and inside the company.
3. The author can communicate more deeply with many people and train public speaking when speaking in front of many people, especially important people. Because welcoming a potential tenant who comes to the office requires the right skills and information that must be conveyed to them.

4.2 Suggestion

Author provides some suggestions for various parties, namely for the author himself, for college students who will do practical work in the next period, for companies and for the State Polytechnic of Bengkalis.

1. Author

The suggestion for the author is to be more careful in responding and acting when instructed by managers and mentors. Try to read and listen well before taking an action and work according to the directions given and always show good work enthusiasm.

2. The author also provides suggestions that may be useful for students who will carry out practical work for the next period, namely prioritizing safety and health, making the best use of time, doing work according to ability and

also in accordance with the instructions of the apprenticeship supervisor, thinking before taking action, always patient and obedient, must learn to manage all the tasks given and there is an initiative to evaluate the system and procedures for implementing apprenticeship. And lastly, the most important thing is to do your best during the implementation of this apprenticeship, because this opportunity may only be obtained once. Good performance in the implementation of practical work also has a positive impact, especially for students, campuses, and also companies.

3. Company

After doing internship in this company, the author got many new views and employees who helped a lot in terms of work.

4. State Polytechnic of Bengkalis

Suggestions for the State Polytechnic of Bengkalis campus is that the implementation of this apprenticeship can be used as an evaluation, and to provide debriefing to students who will carry out practical work activities before carrying out practical work in accordance with the field or course material related to systems and procedures at the company where the practical work is carried out.

REFERENCES

MeetUp Coworking & Office Space official website., <https://www.meetupcoworking.co.id/>

Accessed on January 1, 2024

State Polytechnic of Bengkalis Profile., <https://polbeng.ac.id/> ,. Accessed on January 1, 2024

APPENDICES

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, 19 Juli 2024

Nomor : 259/HRD/Ext/MEETUP/VII/2024
Perihal : **Konfirmasi Penerimaan Mahasiswa Magang Polbeng**
Lampiran : -

Kepada Yth,
Wakil Direktur I
Politeknik Negeri Bengkalis
di
Tempat

Dengan hormat,

Melalui surat ini, kami menindaklanjuti surat yang diterima pada 05 Juli 2024 perihal Permohonan Kerja Praktek (KP) untuk mahasiswa Politeknik Negeri Bengkalis pada 01 Agustus 2024 hingga 28 Desember 2024. Untuk itu kami ingin menyampaikan bahwa mahasiswa tersebut **diterima** untuk magang di perusahaan kami sesuai dengan ketentuan yang berlaku. Adapun mahasiswa yang disebutkan adalah sebagai berikut:

No	Nama	NIM	Program Studi
1	Zalina	5504211029	D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional
2	Nur Fatimah	5504211027	D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional

Demikian surat konfirmasi ini kami sampaikan, atas kerjasamanya kami ucapkan terima kasih. Jika ada pertanyaan silahkan menghubungi Shiella di whatsapp/telp 082288755550 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 : 302/HRD/Ext /MEETUP/XII/2024

Sehubungan telah berakhirnya Praktek Kerja Lapangan di CV MeetUp Coworking, menerangkan bahwa:

Nama : Zalina
NIM : 5504211029
Jurusan/Prodi : Bahasa/D-IV Bahasa Inggris untuk Komunikasi
Bisnis dan Profesional
Asal Kampus : Politeknik Negeri Bengkalis
Waktu : 19 Agustus 2024 - 19 Desember 2024

Bahwa nama tersebut benar telah mengikuti Praktek Kerja Lapangan dengan Baik sejak tanggal 19 Agustus 2024 sampai dengan 19 Desember 2024 di CV MeetUp Coworking.

Demikian Surat Keterangan ini kami berikan kepada yang bersangkutan untuk dapat digunakan seperlunya.

Pekanbaru, 19 Desember 2024

Hormat kami,

Shiella Deani

Direktur CV MeetUp Coworking

APPENDIX 3: CERTIFICATE OF INTERNSHIP



APPENDIX 4: EVALUATION FORM

EVALUATION RESULT FROM JOB TRAINING COMPANY APPRAISAL MEETUP COWORKING & OFFICE SPACE

Name : Zalina

Reg Number : 5504211027

Study Program: D-IV English for Business and Professional Communication

Collage : State Polytechnic of Bengkalis

No.	Assessment Aspect	Percentage	Scores
1.	Discipline	20%	95
2.	Responsibility	25%	93
3.	Adjustment/Adaptation	10%	95
4.	Work Result	30%	93
5.	Behaviour in General	15%	95
Total (1+2+3+4+5)		100%	471

Explanation

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

Note

Zalina menunjukkan semangat belajar yang tinggi dan proaktif dalam mencari solusi. Tingkatkan lagi kemampuan analisis data untuk menyempurnakan strategi pemasaran.

Pekanbaru, December 19th 2024


CO WORKING & OFFICE SPACE

Winda Oktavia, S.I.Kom
Advisor

APPENDIX 5: LIST OF ATTENDANCE

LIST OF ATTENDANCE

MEETUP COWORKING & OFFICE SPACE

Name: Zalina

NIM: 5504211029

Department: Event & Marketing Creative

August - September

No	Date	Time in	Time out	Signature
1.	Monday, August 19th 2024	09:00	05:00	JRb
2.	Tuesday, August 20th 2024	09:00	05:00	JRb
3.	Wednesday, August 21st 2024	09:00	05:00	JRb
4.	Thursday, August 22nd 2024	09:00	05:00	JRb
5.	Friday, August 23rd 2024	09:00	05:00	JRb
6.	Saturday, August 24th 2024	09:00	05:00	JRb
7.	Monday, August 26th 2024	09:00	05:00	JRb
8.	Tuesday, August 27th 2024	09:00	05:00	JRb
9.	Wednesday, August 28th 2024	09:00	05:00	JRb
10.	Thursday, August 29th 2024	09:00	05:00	JRb
11.	Friday, August 30th 2024	09:00	05:00	JRb
12.	Saturday, August 31st 2024	09:00	05:00	JRb
13.	Monday, September 2nd 2024	09:00	05:00	JRb
14.	Tuesday, September 3rd 2024	09:00	05:00	JRb
15.	Wednesday, September 4th 2024	09:00	05:00	JRb
16.	Thursday, September 5th 2024	09:00	05:00	JRb
17.	Friday, September 6th 2024	09:00	05:00	JRb
18.	Saturday, September 7th 2024	09:00	05:00	JRb

19.	Monday, September 9th 2024	05:00	17:00	JRP
20.	Tuesday, September 10th 2024	05:00	17:00	JRP
21.	Wednesday, September 11th 2024	05:00	17:00	JRP
22.	Thursday, September 12th 2024	05:00	17:00	JRP
23.	Friday, 13th 2024 September	05:00	17:00	JRP
24.	Saturday, 14th September	05:00	17:00	JRP
25.	Monday, September 16th 2024	05:00 OFF	17:00 OFF	JRP
26.	Tuesday, September 17th 2024	05:00	17:00	JRP
27.	Wednesday, September 18th 2024	05:00	17:00	JRP
28.	Thursday, September 19th 2024	05:00	17:00	JRP
29.	Friday, September 20th 2024	05:00	17:00	JRP
30.	Saturday, September 21st 2024	05:00	17:00	JRP

Supervisor

JRP

Winda Oktavia, S.I.Kom

Name: Zalina

NIM: 5504211029

Department: Event & Marketing Creative

September - October

No	Date	Time in	Time out	Signature
1.	Monday, September 23 th 2024	09:00	18:00	JR ^b
2.	Tuesday, September 24 th 2024	09:00	17:00	JR ^b
3.	Wednesday, September 25 th 2024	09:00	17:00	JR ^b
4.	Thursday, 26/9/2024	09:00	17:00	JR ^b
5.	Friday, 27/9/2024	09:00	17:00	JR ^b
6.	Saturday, 28/9/2024	09:00	18:00	JR ^b
7.	Monday, 30/9/24	09:00	17:00	JR ^b
8.	Tuesday, 1/10/2024	09:00	17:00	JR ^b
9.	Wednesday 2/10/2024	09:00	17:00	JR ^b
10.	Thursday, 3/10/24	09:00	17:00	JR ^b
11.	Friday, 4/10/2024	09:00	17:00	JR ^b
12.	Saturday, 5/10/24	09:00	17:00	JR ^b
13.	Monday, 7/10/24	09:00	17:00	JR ^b
14.	Tuesday, 8/10/24	09:00	17:00	JR ^b
15.	Wednesday 9/10/24	09:00	17:00	JR ^b
16.	Thursday, 10/10/24	09:00	17:00	JR ^b
17.	Friday, 11/10/24	09:00	17:00	JR ^b
18.	Saturday, 12/10/24	09:00	17:00	JR ^b
19.	Monday 14/10/24	09:00	17:00	JR ^b
20.	Tuesday, 15/10/24	09:00	17:00	JR ^b

21.	Wednesday 16/10/24	09:00	17:00	JRb
22.	Thursday, 17/10/24	09:00	17:00	JRb
23.	Friday, 18/10/2024	09:00	17:00	JRb
24.	Saturday, 19/10/24	09:00	17:00	JRb
25.	Monday, 21/10/2024	09:00	17:00	JRb
26.	Tuesday, 22/10/24	09:00	17:00	JRb
27.	Wednesday 23/10/24	09:00	17:00	JRb
28.	Thursday 24/10/24	09:00	17:00	JRb
29.	Friday 25/10/24	09:00 OFF	17:00 OFF	JRb
30.	Saturday 26/10/24	09:00 OFF	17:00 OFF	JRb

Supervisor



Winda Oktavia, S.I.Kom

Name: Zalina

NIM: 5504211029

Department: Event & Marketing Creative

October - November

No	Date	Time in	Time out	Signature
1.	Monday 28/10/2024	OFF	OFF	
2.	Tuesday 29/10/2024	OFF	OFF	
3.	Wednesday 30/10/2024	OFF	OFF	
4.	Thursday 31/10/2024	09:00	12:00	
5.	Friday 1/11/2024	09:00	12:00	
6.	Saturday 2/11/24	09:00	12:00	
7.	Monday 4/11/2024	09:00	12:00	
8.	Tuesday 5/11/2024	09:00	12:00	
9.	Wednesday 6/11/2024	09:00	12:00	
10.	Thursday 7/11/24	09:00	12:00	
11.	Friday 8/11/24	09:00	12:00	
12.	Saturday 9/11/2024	09:00	12:00	
13.	Monday 11/11/2024	09:00	12:00	
14.	Tuesday 12/11/2024	09:00	12:00	
15.	Wednesday 13/11/24	09:00	12:00	
16.	Thursday 14/11/24	09:00	12:00	
17.	Friday 15/11/24	09:00	12:00	
18.	Saturday 16/11/24	09:00	12:00	
19.	Monday 18/11/24	09:00	12:00	
20.	Tuesday 19/11/2024	09:00	12:00	

21.	Wednesday 20/11/2019	09:00	17:00	JRb
22.	Thursday 21/11/2019	09:00	17:00	JRb
23.	Friday 22/11/2019	09:00	17:00	JRb
24.	Saturday 23/11/2019	09:00	17:00	JRb
25.	Sunday 24/11/2019	09:00	17:00	JRb
26.	Monday 25/11/2019	09:00	17:00	JRb
27.	Tuesday 26/11/2019	09:00	17:00	JRb
28.	Wednesday 27/11/2019	09:00	17:00	JRb
29.	Thursday 28/11/2019	09:00	17:00	JRb
30.	Friday 29/11/2019	09:00	17:00	JRb
	Saturday 30/11/2019	09:00	17:00	JRb

Supervisor























Winda Oktavia, S.I.Kom

Name: Zalina

NIM: 5504211029

Department: Event & Marketing Creative

November - December

No	Date	Time in	Time out	Signature
1.	Monday 2/12/2024	08:00	17:00	
2.	Tuesday 3/12/2024	08:00	17:00	
3.	Wednesday 4/12/2024	08:00	17:00	
4.	Thursday 5/12/2024	08:00	17:00	
5.	Friday 6/12/2024	08:00	17:00	
6.	Saturday 7/12/2024	08:00	17:00	
7.	Monday 9/12/2024	08:00	17:00	
8.	Tuesday 10/12/2024	08:00	17:00	
9.	Wednesday 11/12/24	08:00	17:00	
10.	Thursday 12/12/24	08:00	17:00	
11.	Friday 13/12/2024	08:00	17:00	
12.	Saturday 14/12/2024	08:00	17:00	
13.	Monday 16/12/24	08:00	17:00	
14.	Tuesday 17/12/24	08:00	17:00	
15.	Wednesday 18/12/24	08:00	17:00	
16.	Thursday 19/12/2024	Internship completed		
17.				
18.				
19.				
20.				


Supervisor



Winda Oktaria, S.I. Kom

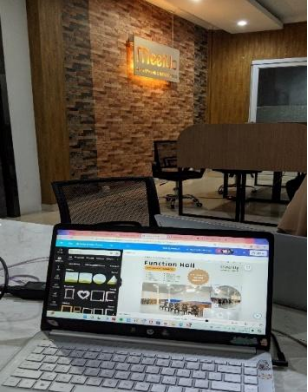


APPENDIX 6: DAILY ACTIVITY APPRENTICESHIP
DAILY ACTIVITY OF THE JOB TRAINING

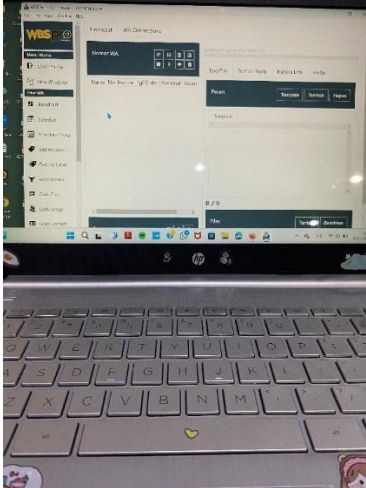
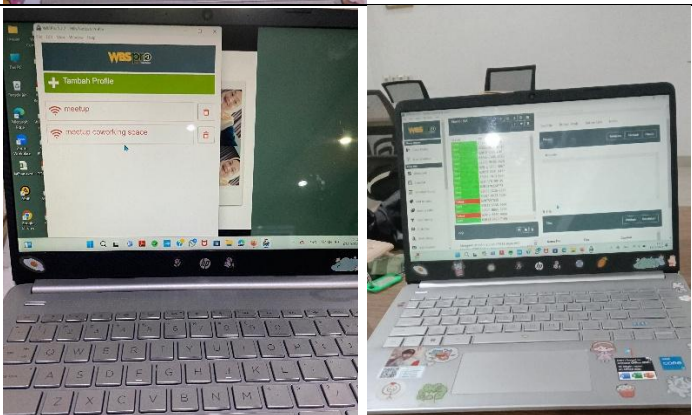
DAY: Monday – Saturday

DATE: 19th – 24th August 2024

No	DATE AND TIME	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1.	Monday, 19 th August 2024	Tour MeetUp Coworking Space building	Winda Oktavia	
2.	Tuesday, 20 th August 2024	Editing function hall promotional flyers		
3.	Wednesday, 21 st August 2024	Learning Meta Ads		
4.	Thursday, 22 th August 2024	<ul style="list-style-type: none"> Meeting with Managing Director of MeetUp Coworking Space Explaining of work during the internship 		
5.	Friday, 23 rd August 2024	<ul style="list-style-type: none"> Learning Whatsapp Broadcasting Serving guest for booking private office room 		
6.	Saturday, 24 th August 2024	Broadcasting message for promotion (20 phone numbers)		

No	Working Process	Explanation
1.		First day of internship we make a tour at MeetUp Coworking Space building and meet the advisor/mentor that explains to us about schedule of working and how to to the task


2.			Using Canva apps for editing content. So, we learn how to make a flyer for promotions.
3.			On the third day we learned about Meta Ads and how to advertise online so that people can quickly find out where to book a space at MeetUp Coworking & Office Space.
4.			We had a meeting with the founder of the company and discussed the division of labor during the internship which was guided by the mentor while working there. and besides that we received a visit from the campus lecturer because he was scheduling out of town to check on students who were doing internships.

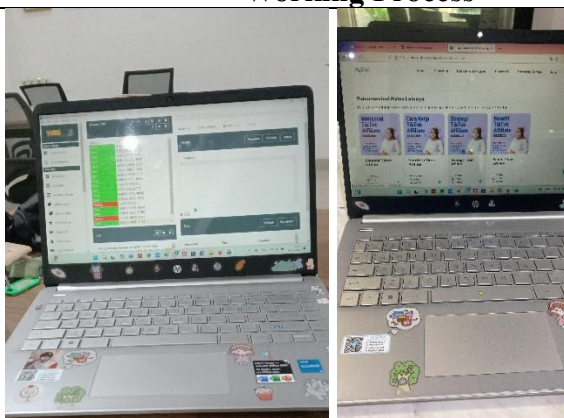
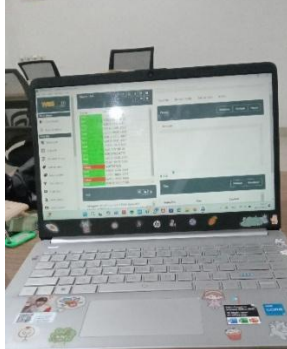
5.		<p>Learn to send messages using the whatsapp broadcasting application, which can send messages to 100 people quickly with one send.</p>
6.		<p>Start sending messages to the phone numbers that have been inputted into Microsoft Excel as many as 20 numbers. The phone numbers are numbers that have been clients in the office and guest phone numbers when coming to the office.</p>



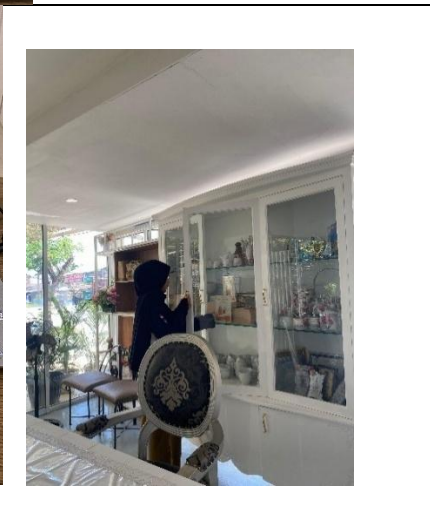


DAILY ACTIVITY OF THE JOB TRAINING

DAY: Monday – Saturday

DATE: 26th – 31st August 2024

No	DATE AND TIME	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1.	Monday, 26 th August 2024	<ul style="list-style-type: none"> Broadcasting message for promotion Learning TikTok Affiliate 	Winda oktavia	
2.	Tuesday, 27 th August 2024	Broadcasting message for promotion (64 phone numbers)		
3.	Wednesday, 28 th September 2024	Broadcasting message for promotion (120 phone numbers)		
4.	Thursday, 29 th August 2024	<ul style="list-style-type: none"> Broadcasting message for promotion (50 phone numbers) Serving guest for room reservation 		
5.	Friday, 30 th August 2024	Attending seminar and be a videographer for the event for director manager in University of Riau		
6.	Saturday, 31 st August 2024	Broadcasting message for promotion (80 phone numbers)		


No	Working Process	Explanation
1.		Sending messages using the whatsapp broadcasting app and learn about TikTok Affiliate and how to sell through the app.
2.		Sending messages using the whatsapp broadcasting application to 60 phone numbers that are in company data



3.			Sending messages using the whatsapp broadcasting application to 120 phone numbers that are in company data
4.			Sending messages using the whatsapp broadcasting application to 50 phone numbers that are in company data. Greeted guests and inquired about the purpose and intention of the arrival of people who came to the office whether to ask for a room or a hall reservation for a large event.
5.			Attended the Student Entrepreneurship Grand Opening Seminar at Riau University and at the same time took documentation for the office archive with boss MeetUp Coworking & Office Space.
6.			Sending messages using the whatsapp broadcasting application to 80 phone numbers that are in company data

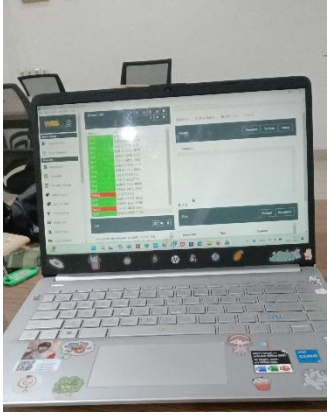


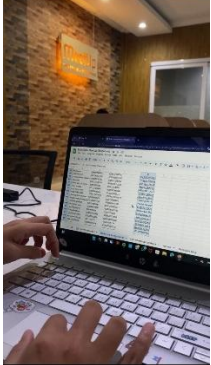
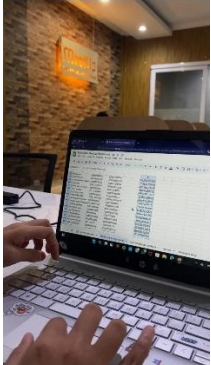
DAILY ACTIVITY OF THE JOB TRAINING

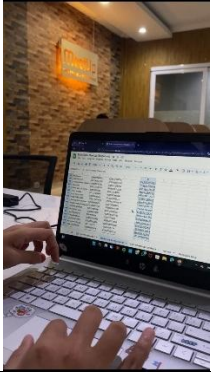
DAY: Monday – Saturday

DATE: 2nd – 7th September 2024

No	DATE AND TIME	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1.	Monday, 2 nd September 2024	<ul style="list-style-type: none"> Broadcasting message for Google Play Certificate (130 phone numbers) Preparing meeting room 	Winda oktavia	
2.	Tuesday, 3 rd September 2024	<ul style="list-style-type: none"> Broadcasting message for Google Play Certificate (40 phone numbers) Meeting with managing director discuss about TikTok and Shopee Affiliate and function hall promotion 		
3.	Wednesday, 4 th September 2024	Making video for Instagram content reels		
4.	Thursday, 5 th September 2024	Inputting phone number data guest to Microsoft Excel		
5.	Friday, 6 th September 2024	Inputting phone number data guest to Microsoft Excel		
6.	Saturday, 7 th September 2024	Inputting phone number data guest to Microsoft Excel		

No	Working Process		Explanation
1.	 		<p>Sending messages using the whatsapp broadcasting application to 60 phone numbers that are in company data.</p> <p>Preparing a VIP room for people who will conduct meetings</p>


2.	 	<p>Sending messages using the whatsapp broadcasting application to 40 phone numbers that are in company data.</p> <p>Meeting with the founder of MeetUp Coworking & Office Space to discuss TikTok Affiliate and Meta Ads on how to advertise and sell products and services in online shops.</p>
3.		<p>Creating video content on the company's social media. the video created is about renting offices and rooms.</p>
4.		<p>Recording and searching for client phone numbers that have booked offices and rooms into Microsoft Excel as numbers that will be sent to the Whatsapp Broadcasting application.</p>
5.		<p>Recording and searching for client phone numbers that have booked offices and rooms into Microsoft Excel as numbers that will be sent to the Whatsapp Broadcasting application.</p>

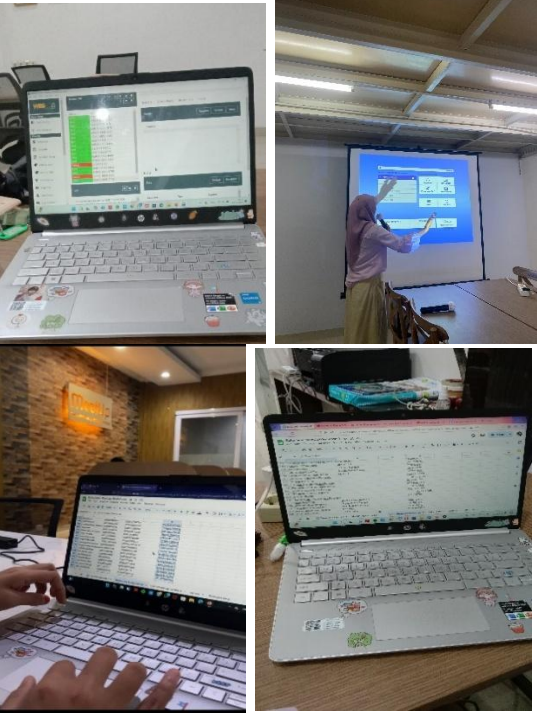
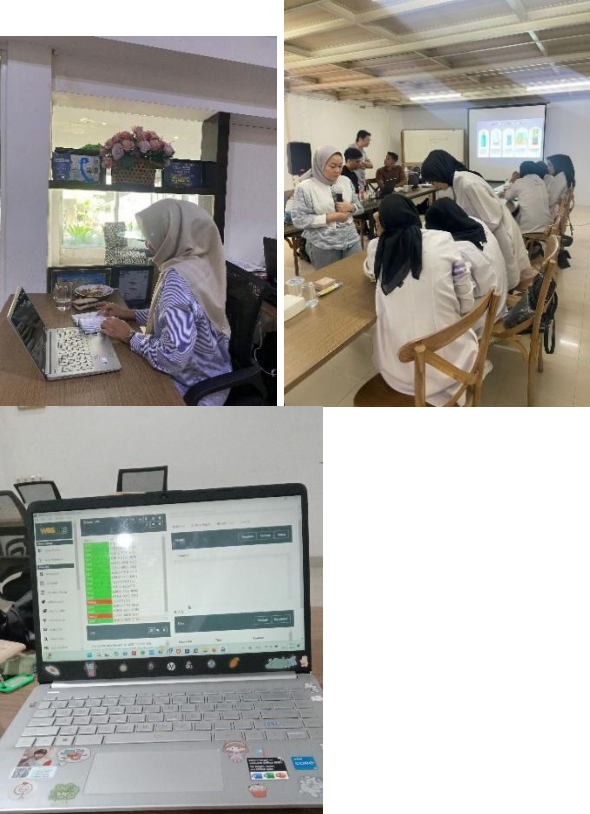
6.			<p>Recording and searching for client phone numbers that have booked offices and rooms into Microsoft Excel as numbers that will be sent to the Whatsapp Broadcasting application.</p>
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DAILY ACTIVITY OF THE JOB TRAINING

DAY: Monday – Saturday

DATE: 9th – 14th September 2024

No	DATE AND TIME	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1.	Monday, 9 th September 2024	<ul style="list-style-type: none"> Broadcasting message for promote Function Hall (115 phone numbers) Preparing meeting room Inputting phone number data guest to Microsoft Excel 	Winda oktavia	
2.	Tuesday, 10 th September 2024	<ul style="list-style-type: none"> Taking video daily content of MeetUp Coworking Instagram official Preparing meeting room Broadcasting message for promote Function Hall (100 phone numbers) 		
3.	Wednesday, 11 th September 2024	Broadcasting message for promote Function Hall (163 phone numbers)		
4.	Thursday, 12 th September 2024	Preparing meeting room		
5.	Friday, 13 th September 2024	Broadcasting message for promote Function Hall (100 phone numbers)		
6.	Saturday, 14 th September 2024	Broadcasting message for promote Function Hall (55 phone numbers)		


No	Working Process	Explanation
1.		<ul style="list-style-type: none"> • Recording and searching for client phone numbers that have booked offices and rooms into Microsoft Excel as numbers that will be sent to the Whatsapp Broadcasting application. • Set up a meeting room with a capacity of 30 people. • Sending messages using the whatsapp broadcasting application to 40 phone numbers for promote function hall that are in company data.
2.		<ul style="list-style-type: none"> • Sending messages using the whatsapp broadcasting application to 40 phone numbers for promote function hall that are in company data. • Preparing the room for the beauty class event • Creating video content on the company's social media. the video created is about renting offices and rooms.


3.			Sending messages using the whatsapp broadcasting application to 40 phone numbers for promote function hall that are in company data
4.			Set up a room with a capacity of 30 people for meetings and celebrations.
5.			Sending messages using the whatsapp broadcasting application to 40 phone numbers for promote function hall that are in company data
6.			Sending messages using the whatsapp broadcasting application to 40 phone numbers for promote function hall that are in company data

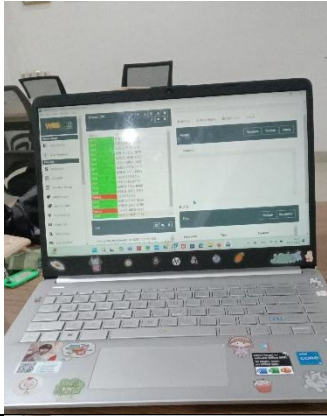

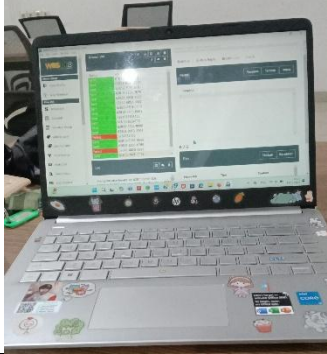
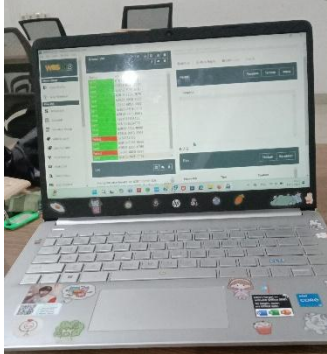
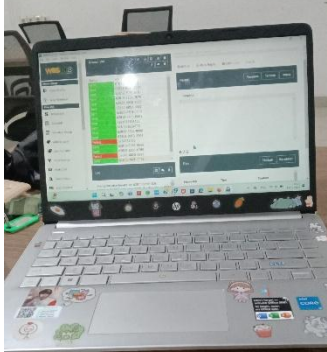
DAILY ACTIVITY OF THE JOB TRAINING

DAY: Monday – Saturday

DATE: 16th – 21st September 2024

No	DATE AND TIME	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1.	Monday, 16 th September 2024	OFF/ DAY LEAVE	Winda oktavia	
2.	Tuesday, 17 th September 2024	<ul style="list-style-type: none"> Broadcasting message for promote Function Hall (100 phone numbers) Preparing meeting room 		
3.	Wednesday, 18 th September 2024	<ul style="list-style-type: none"> Broadcasting message for promote Function Hall (163 phone numbers) Preparing meeting room 		
4.	Thursday, 19 th September 2024	<ul style="list-style-type: none"> Broadcasting message for promote Function Hall (60 phone numbers) Meeting with founder 		
5.	Friday, 20 th September 2024	Broadcasting message for promote Function Hall (60 phone numbers)		
6.	Saturday, 21 st September 2024	Broadcasting message for promote Function Hall (55 phone numbers)		


No	Working Process	Explanation
1.	OFF/DAY LEAVE	-
2.		Sending messages using the whatsapp broadcasting application to 100 phone numbers for promote function hall that are in company data

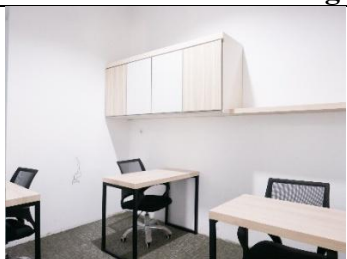
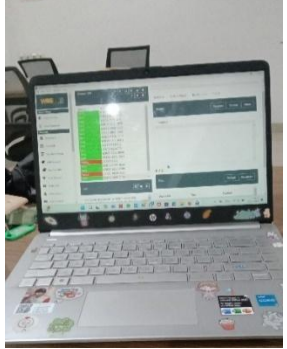

3.			<ul style="list-style-type: none"> • Sending messages using the whatsapp broadcasting application to 80 phone numbers for promote function hall that are in company data • Preparing a room with a capacity of 5 people for a meeting.
4.			Sending messages using the whatsapp broadcasting application to 80 phone numbers for promote function hall that are in company data.
5.			Sending messages using the whatsapp broadcasting application to 80 phone numbers for promote function hall that are in company data.
6.			Sending messages using the whatsapp broadcasting application to 80 phone numbers for promote function hall that are in company data.



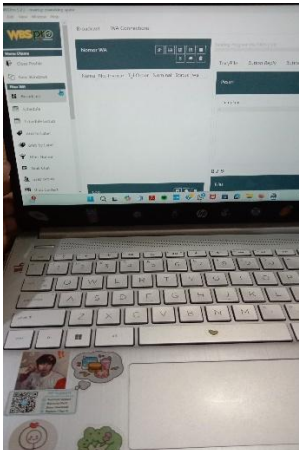
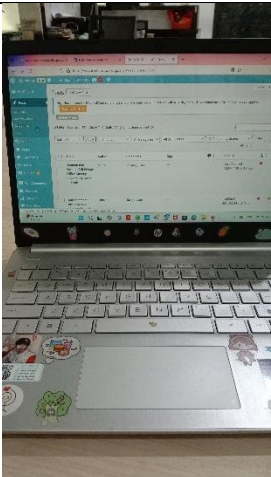

DAILY ACTIVITY OF THE JOB TRAINING

DAY: Monday – Saturday

DATE: 23rd – 28th September 2024

No	DATE AND TIME	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1.	Monday, 23 rd September 2024	Preparing private meeting room	Winda oktavia	
2.	Tuesday, 24 th September 2024	<ul style="list-style-type: none"> Broadcasting message for promote Function Hall (107 phone numbers) Preparing meeting room 		
3.	Wednesday, 25 th September 2024	<ul style="list-style-type: none"> Broadcasting message for promote Function Hall (163 phone numbers) Meeting with mentor discuss about wedding organizer collaboration 		
4.	Thursday, 26 th September 2024	<ul style="list-style-type: none"> Learning Google business and website Send a message to the wedding organizer to invite collaboration 		
5.	Friday, 27 th September 2024	Broadcasting message for promote Function Hall (60 phone numbers)		
6.	Saturday, 28 st September 2024	Broadcasting message for promote Function Hall (55 phone numbers)		

No	Working Process	Explanation
1.		Preparing an office space that will be rented out for one year and the office is a private office.
2.	 	<ul style="list-style-type: none"> Sending messages using the whatsapp broadcasting application to 110 phone numbers for promote function hall that are in company data. Preparing a VIP meeting room with

		a capacity of ten people
3.	 	<ul style="list-style-type: none"> • Sending messages using the whatsapp broadcasting application to 110 phone numbers for promote function hall that are in company data. • Meeting with mentors to discuss work progress during the internship and collaboration with wedding organizers in Riau province.
4.	 	<ul style="list-style-type: none"> • Sending messages using the whatsapp broadcasting application to 110 phone numbers for promote function hall that are in company data. • Learning Google Business and learning how to post on the office's official website as well as learning how to write news and articles.
5.		Taking videos and photos in coaching meetings with Riau University students in Student Business activities

6.




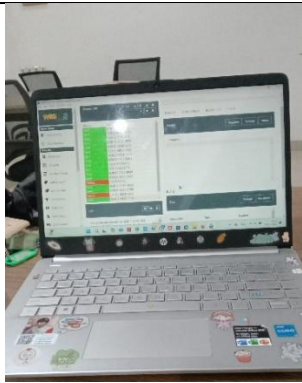

Sending messages using the whatsapp broadcasting application to 110 phone numbers for promote function hall that are in company data.


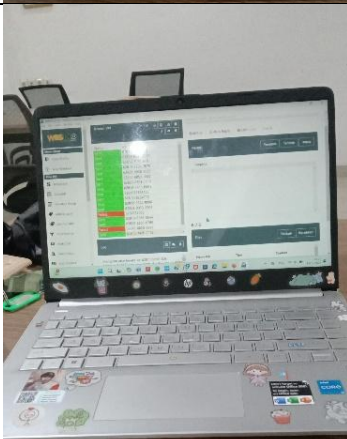

DAILY ACTIVITY OF THE JOB TRAINING


DAY: Monday – Saturday

DATE: 30th September – 5th October 2024

No	DATE AND TIME	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1.	Monday, 30 th September 2024	Broadcasting message for promote Function Hall (107 phone numbers)	Winda oktavia	
2.	Tuesday, 1 st October 2024	<ul style="list-style-type: none"> Broadcasting message for promote Function Hall (107 phone numbers) Preparing seminar kit for IDP Consultant 		
3.	Wednesday, 2 nd October 2024	Broadcasting message for promote Function Hall (160 phone numbers)		
4.	Thursday, 3 rd October 2024	Broadcasting message for promote Function Hall (107 phone numbers)		
5.	Friday, 4 th October 2024	Preparing Function Hall for Training Event from Sansani Hospital		
6.	Saturday, 5 th October 2024	Taking video from Sansani Hospital Training Event		

No	Working Process	Explanation
1.		Sending messages using the whatsapp broadcasting application to 150 phone numbers for promote function hall that are in company data.
2.		<ul style="list-style-type: none"> Sending messages using the whatsapp broadcasting application to 100 phone numbers for promote function hall that are in company data.


		<ul style="list-style-type: none"> • Prepare tools and souvenirs for IDP Consultant in order to socialize overseas study for high school students.
3.		Sending messages using the whatsapp broadcasting application to 100 phone numbers for promote function hall that are in company data.
4.		Sending messages using the whatsapp broadcasting application to 100 phone numbers for promote function hall that are in company data.
5.		Preparing the Function Hall room used for the Training Seminar event from Sansani Hospital Pekanbaru.



6.			<p>Taking photos and videos in the Sansani Hospital Training Seminar event and ensuring the event runs smoothly from start to finish and helping clean the hall.</p>
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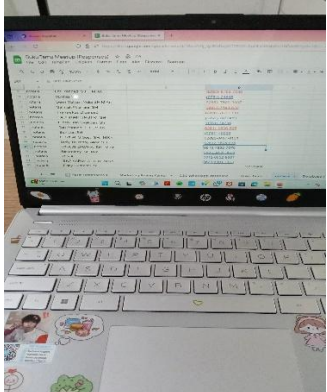
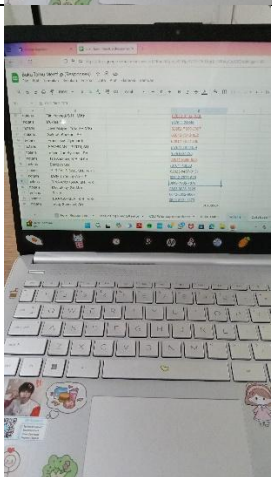
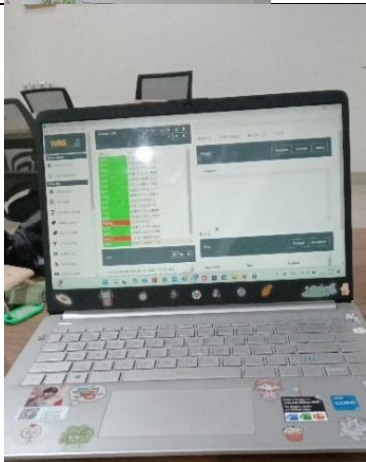
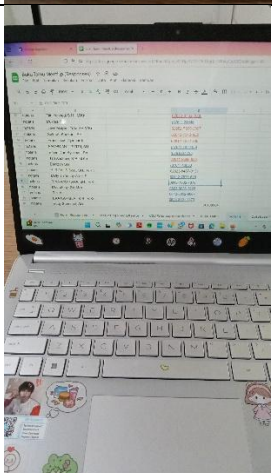
DAILY ACTIVITY OF THE JOB TRAINING

DAY: Monday – Saturday

DATE: 7th – 12th October 2024

No	DATE AND TIME	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1.	Monday, 7 th October 2024	Broadcasting message for promote Function Hall (50 phone numbers)	Winda oktavia	
2.	Tuesday, 8 th October 2024	Broadcasting message for promote Function Hall (78 phone numbers)		
3.	Wednesday, 9 th October 2024	Inputting phone number data guest to Microsoft Excel		
4.	Thursday, 10 th October 2024	Inputting phone number data guest to Microsoft Excel		
5.	Friday, 11 th October 2024	Inputting phone number data guest to Microsoft Excel		
6.	Saturday, 12 th October 2024	Inputting phone number data guest to Microsoft Excel		


No	Working Process	Explanation
1.		Sending messages using the whatsapp broadcasting application to 150 phone numbers for promote function hall that are in company data.
2.		Sending messages using the whatsapp broadcasting application to 150 phone numbers for promote function hall that are in company data.



3.			Recording and searching for client phone numbers that have booked offices and rooms into Microsoft Excel as numbers that will be sent to the Whatsapp Broadcasting application.
4.			Recording and searching for client phone numbers that have booked offices and rooms into Microsoft Excel as numbers that will be sent to the Whatsapp Broadcasting application.
5.			Sending messages using the whatsapp broadcasting application to 150 phone numbers for promote function hall that are in company data.
6.			Recording and searching for client phone numbers that have booked offices and rooms into Microsoft Excel as numbers that will be sent to the Whatsapp Broadcasting application.





DAILY ACTIVITY OF THE JOB TRAINING

DAY: Monday – Saturday

DATE: 14th – 19th October 2024

No	DATE AND TIME	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1.	Monday, 14 th October 2024	Inputting phone number data guest to Microsoft Excel	Winda oktavia	
2.	Tuesday, 15 th October 2024	Inputting phone number data guest to Microsoft Excel		
3.	Wednesday, 16 th October 2024	Inputting phone number data guest to Microsoft Excel		
4.	Thursday, 17 th October 2024	Inputting phone number data guest to Microsoft Excel		
5.	Friday, 18 th October 2024	Inputting phone number data guest to Microsoft Excel		
6.	Saturday, 19 th October 2024	Inputting phone number data guest to Microsoft Excel		


No	Working Process	Explanation
1.		Recording and searching for client phone numbers that have booked offices and rooms into Microsoft Excel as numbers that will be sent to the Whatsapp Broadcasting application.
2.		Recording and searching for client phone numbers that have booked offices and rooms into Microsoft Excel as numbers that will be sent to the Whatsapp Broadcasting application.


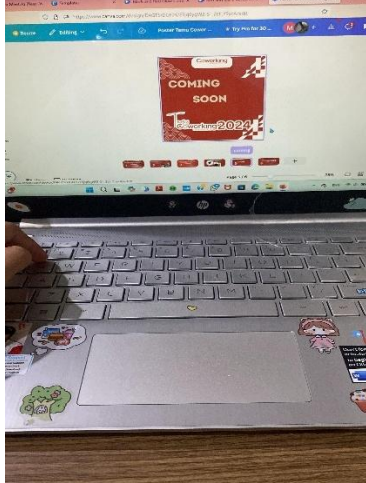
3.			Recording and searching for client phone numbers that have booked offices and rooms into Microsoft Excel as numbers that will be sent to the Whatsapp Broadcasting application.
4.			Recording and searching for client phone numbers that have booked offices and rooms into Microsoft Excel as numbers that will be sent to the Whatsapp Broadcasting application.
5.			Recording and searching for client phone numbers that have booked offices and rooms into Microsoft Excel as numbers that will be sent to the Whatsapp Broadcasting application.
6.			Recording and searching for client phone numbers that have booked offices and rooms into Microsoft Excel as numbers that will be sent to the Whatsapp Broadcasting application.

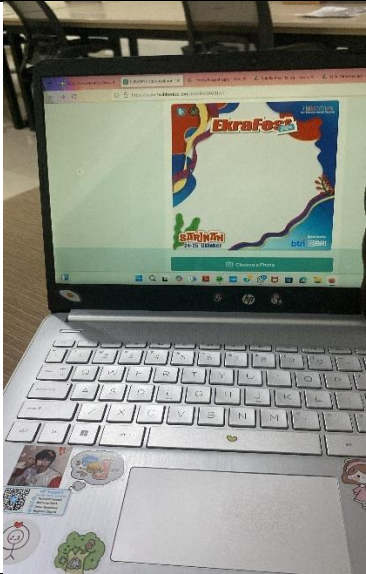
DAILY ACTIVITY OF THE JOB TRAINING

DAY: Monday – Saturday

DATE: 21st – 26th October 2024

No	DATE AND TIME	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1.	Monday, 21 st October 2024	Inputting phone number data guest to Microsoft Excel	Winda oktavia	
2.	Tuesday, 22 nd October 2024	Making coming soon video for Coworking Indonesia Event in Jakarta		
3.	Wednesday, 23 th October 2024	Editing and making twibbon for Hari Ekonomi Kreatif 2024		
4.	Thursday, 24 th October 2024	OFF/DAY LEAVE		
5.	Friday, 25 th October 2024	OFF/DAY LEAVE		
6.	Saturday, 26 th October 2024	OFF/DAY LEAVE		


No	Working Process	Explanation
1.		Recording and searching for client phone numbers that have booked offices and rooms into Microsoft Excel as numbers that will be sent to the Whatsapp Broadcasting application.
2.		Creating videos and posters for the Temu Coworking event held in Jakarta, so we worked with the organizers in a hybrid way, namely meetings using the zoom application and editing done in the Canva application.

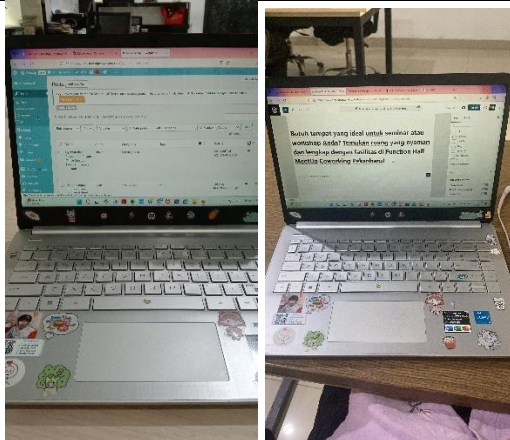
3.		Making Twibbon for the 2024 Creative Economy Day event.
4.	OFF/DAY LEAVE	-
5.	OFF/DAY LEAVE	-
6.	OFF/DAY LEAVE	-

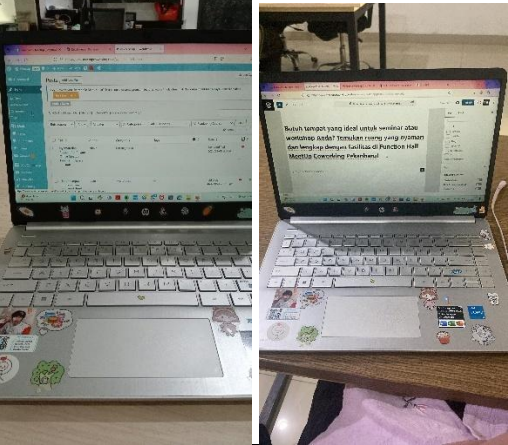

DAILY ACTIVITY OF THE JOB TRAINING

DAY: Monday – Saturday

DATE: 28th October – 2nd November 2024

No	DATE AND TIME	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1.	Monday, 28 th October 2024	OFF/DAY LEAVE	Winda oktavia	
2.	Tuesday, 29 th October 2024	OFF/DAY LEAVE		
3.	Wednesday, 30 th October 2024	OFF/DAY LEAVE		
4.	Thursday, 31 st October 2024	Writing article in MeetUp Coworking website official		
5.	Friday, 1 st November 2024	Writing article in MeetUp Coworking website official		
6.	Saturday, 2 nd November 2024	Inputting phone number data guest to Microsoft Excel		

No	Working Process	Explanation
1.	OFF/DAY LEAVE	-
2.	OFF/DAY LEAVE	-
3.	OFF/DAY LEAVE	-
4.		Writing and uploading news articles on the official office website about the space at MetUp Coworking & Office Space.


5.		<p>Writing and uploading news articles on the official office website about the space at MetUp Coworking & Office Space.</p>
6.		<p>Recording and searching for client phone numbers that have booked offices and rooms into Microsoft Excel as numbers that will be sent to the Whatsapp Broadcasting application.</p>

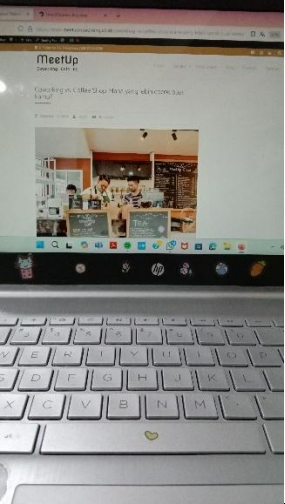
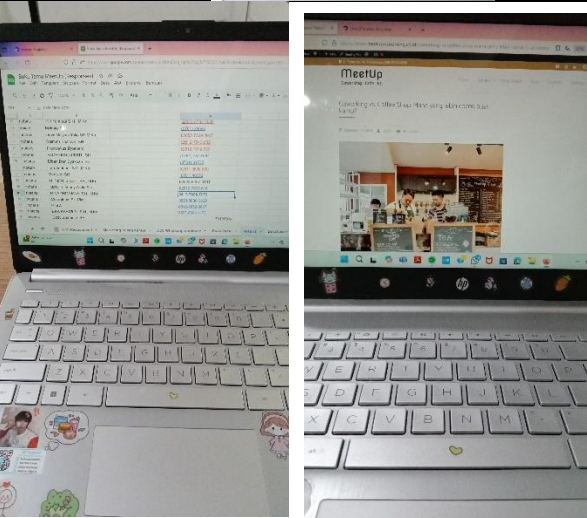
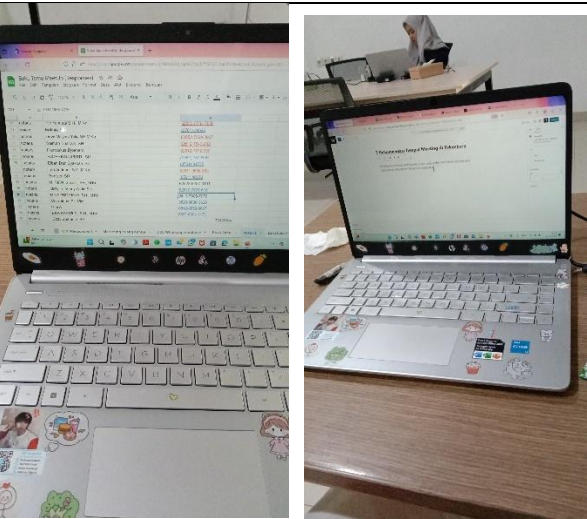
DAILY ACTIVITY OF THE JOB TRAINING

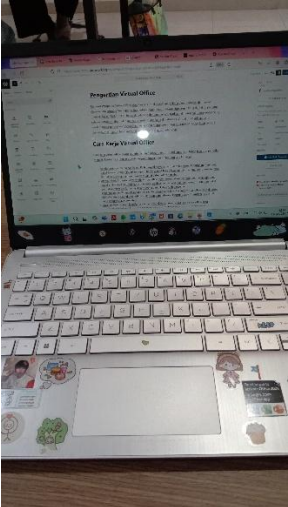
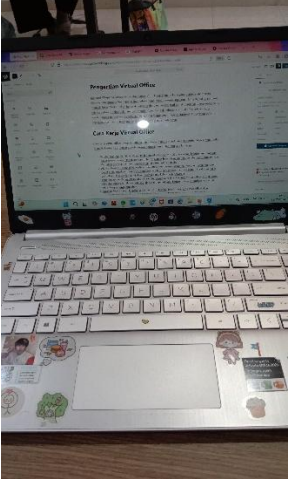

DAY: Monday – Saturday

DATE: 4th – 9th November 2024

No	DATE AND TIME	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1.	Monday, 4 th November 2024	Writing article in MeetUp Coworking website official	Winda oktavia	
2.	Tuesday, 5 th November 2024	Writing article in MeetUp Coworking website official		
3.	Wednesday, 6 th November 2024	<ul style="list-style-type: none"> Inputting phone number data guest to Microsoft Excel Writing article in MeetUp Coworking website official 		
4.	Thursday, 7 th November 2024	<ul style="list-style-type: none"> Inputting phone number data guest to Microsoft Excel Writing article in MeetUp Coworking website official 		
5.	Friday, 8 th November 2024	Writing article in MeetUp Coworking website official		
6.	Saturday, 9 th November 2024	<ul style="list-style-type: none"> Writing article in MeetUp Coworking website official Preparing meeting room 		

No	Working Process	Explanation
1.		Writing and uploading news articles on the official office website about the space at MetUp Coworking & Office Space.


2.		<p>Writing and uploading news articles on the official office website about the space at MetUp Coworking & Office Space.</p>
3.		<ul style="list-style-type: none"> • Writing and uploading news articles on the official office website about the space at MetUp Coworking & Office Space. • Recording and searching for client phone numbers that have booked offices and rooms into Microsoft Excel as numbers that will be sent to the Whatsapp Broadcasting application.
4.		<ul style="list-style-type: none"> • Recording and searching for client phone numbers that have booked offices and rooms into Microsoft Excel as numbers that will be sent to the Whatsapp Broadcasting application. • Writing and uploading news articles on the official office website about the


		space at MetUp Coworking & Office Space.
5.		Writing and uploading news articles on the official office website about the space at MetUp Coworking & Office Space.
6.	 	<ul style="list-style-type: none"> • Writing and uploading news articles on the official office website about the space at MetUp Coworking & Office Space. • Set up a meeting room with a capacity of 20 people for the socialization event



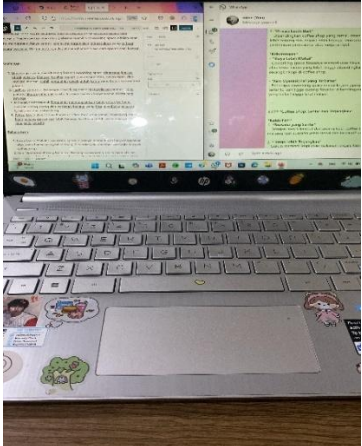
DAILY ACTIVITY OF THE JOB TRAINING

DAY: Monday – Saturday

DATE: 11th – 16th November 2024

No	DATE AND TIME	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1.	Monday, 11 th November 2024	Writing and upload article in MeetUp Coworking website official about private office	Winda oktavia	
2.	Tuesday, 12 th November 2024	Sending a message to the wedding organizer collaboration wedding hall		
3.	Wednesday, 13 th November 2024	Sending a message to the wedding organizer collaboration wedding hall		
4.	Thursday, 14 th November 2024	Writing article in MeetUp Coworking website official about private office		
5.	Friday, 15 th November 2024	<ul style="list-style-type: none"> • Uploading article in MeetUp Coworking website official • Inputting phone number data guest to Microsoft Excel 		
6.	Saturday, 16 th November 2024	<ul style="list-style-type: none"> • Uploading article in MeetUp Coworking website official • Inputting phone number data guest to Microsoft Excel 		

No	Working Process	Explanation
1.		Uploading articles that have been written on the company's official website by promoting Private Office MeetUp Coworking & Office Space

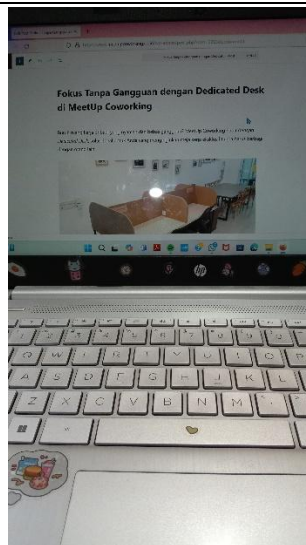
2.			Sending broadcast messages to wedding organizers in Pekanbaru to invite cooperation with the Function Hall at MeetUp Coworking & Office Space.
3.			Sending broadcast messages to wedding organizers in Pekanbaru to invite cooperation with the Function Hall at MeetUp Coworking & Office Space.
4.			Writing articles about Private Office on the company's official website.

5.



- Recording and searching for client phone numbers that have booked offices and rooms into Microsoft Excel as numbers that will be sent to the Whatsapp Broadcasting application.
- Uploading articles that have been written on the company's official website to promote the office and invite people to work in a comfortable and peaceful atmosphere at MeetUp Coworking & Office Space.

6.




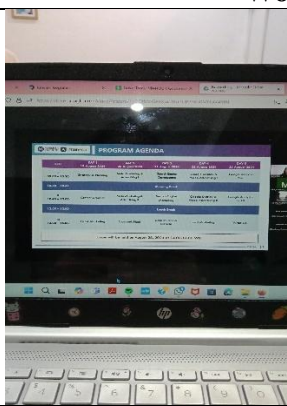

- Recording and searching for client phone numbers that have booked offices and rooms into Microsoft Excel as numbers that will be sent to the Whatsapp Broadcasting application.
- Writing articles about Private Office on the company's official website.

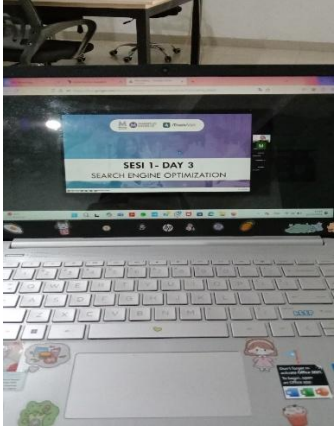
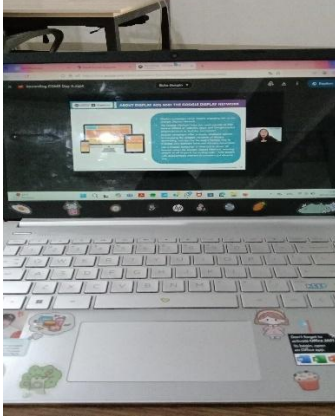
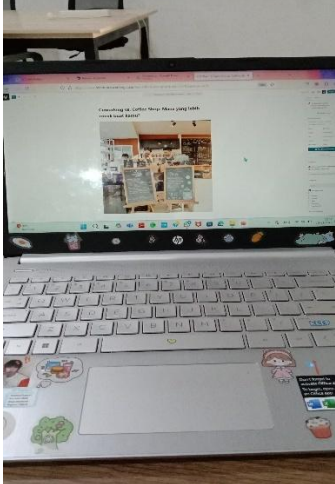
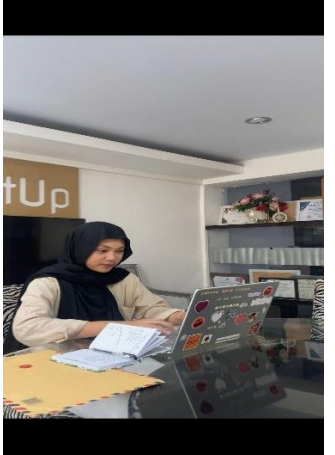
DAILY ACTIVITY OF THE JOB TRAINING

DAY: Monday – Saturday

DATE: 18th – 23th November 2024

No	DATE AND TIME	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1.	Monday, 18 th November 2024	Learning digital marketing in zoom meeting application	Winda oktavia	
2.	Tuesday, 19 th November 2024	Learning digital marketing in zoom meeting application about Meta Advertising		
3.	Wednesday, 20 th November 2024	Learning digital marketing about SEM & SEO in zoom meeting application		
4.	Thursday, 21 st November 2024	Learning digital marketing about Google Advertising		
5.	Friday, 22 nd November 2024	Writing article in MeetUp Coworking website official		
6.	Saturday, 23 rd November 2024	Making and editing content in Instagram		


No	Working Process	Explanation
1.		Learning Digital Marketing through the Zoom Meeting application with talented and experienced presenters.
2.		Learning Digital Marketing about MetaAds through the Zoom Meeting application



3.			Learning Digital Marketing about SEM & SEO through the Zoom Meeting application
4.			Learning Digital Marketing about Google Advertising through the Zoom Meeting application
5.			Writing articles about Private Office on the company's official website.
6.			Creating content to be uploaded to the company's official Instagram about office and room rentals for various events.

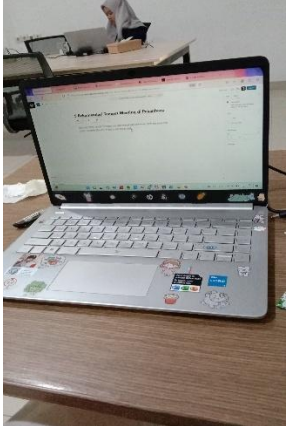
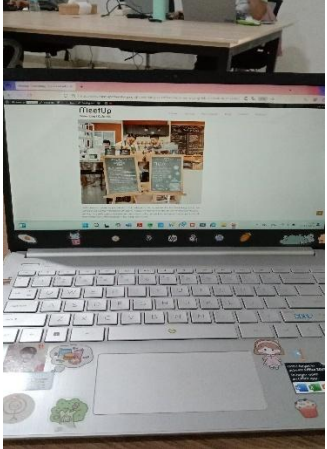


DAILY ACTIVITY OF THE JOB TRAINING

DAY: Monday – Saturday

DATE: 25th – 30th November 2024

No	DATE AND TIME	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1.	Monday, 25 th November 2024	Writing article in MeetUp Coworking website official	Winda oktavia	
2.	Tuesday, 26 th November 2024	Writing article in MeetUp Coworking website official		
3.	Wednesday, 27 th November 2024	OFF/DAY LEAVE		
4.	Thursday, 28 th November 2024	Writing article in MeetUp Coworking website official		
5.	Friday, 29 th November 2024	Writing article in MeetUp Coworking website official		
6.	Saturday, 30 th November 2024	<ul style="list-style-type: none"> • Making and editing content in Instagram • Preparing podcast room 		


No	Working Process	Explanation
1.		Writing an article on the company's official website about Virtual Office services in the company.
2.		Writing an article on the company's official website about Virtual Office services in the company.
3.	OFF/DAY LEAVE	-


4.			Writing an article on the company's official website about Virtual Office services in the company
5.			Uploading an article on the company's official website about Virtual Office services in the company
6.			<ul style="list-style-type: none"> • Creating content about the benefits of working in a private office in the company and uploading it on Instagram. • Preparing the podcast room for use by three people


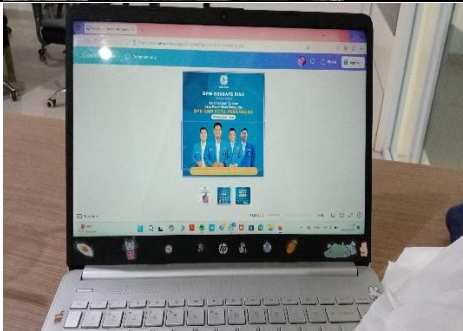

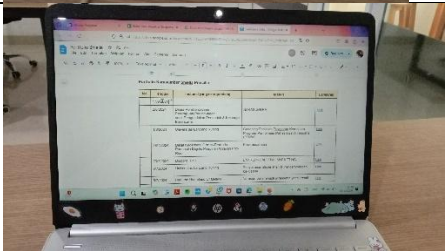

DAILY ACTIVITY OF THE JOB TRAINING

DAY: Monday – Saturday

DATE: 2nd – 7th December 2024

No	DATE AND TIME	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1.	Monday, 2 nd December 2024	Writing and upload article in MeetUp Coworking website official	Winda oktavia	
2.	Tuesday, 3 rd December 2024	Preparing room for event		
3.	Wednesday, 4 th December 2024	<ul style="list-style-type: none"> Making poster for PJ Walikota Pekanbaru Preparing meeting room 		
4.	Thursday, 5 th December 2024	Writing article in MeetUp Coworking website official		
5.	Friday, 6 th December 2024	<ul style="list-style-type: none"> Filling out the manager director portofolio of activities Making telephone call with notary about virtual office promotions 		
6.	Saturday, 7 th December 2024	Attending a public speaking seminar at Lancang Kuning University		


No	Working Process	Explanation
1.		Uploading articles on MeetUp Coworking & Office Space's official website


2.		Setting up HDII room for meeting preparation
3.		Creating a congratulatory poster to the representative of the mayor of Pekanbaru using the Canva application
4.		Writing an article on the company's official website about Virtual Office services in the company
5.		Filling out MeetUp Coworking & Office Space founder activity portfolio
6.		Attending a Public Speaking seminar with the founder of MeetUp Coworking & Office Space at Lancang Kuning University.





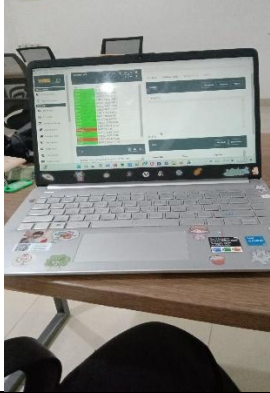


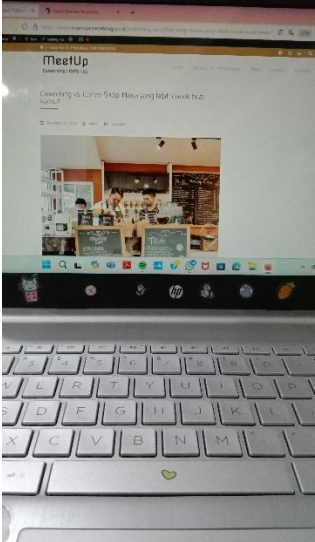
DAILY ACTIVITY OF THE JOB TRAINING


DAY: Monday – Saturday

DATE: 9th – 14th December 2024

No	DATE AND TIME	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1.	Monday, 9 th December 2024	Preparing meeting room	Winda oktavia	
2.	Tuesday, 10 th December 2024	<ul style="list-style-type: none"> • Survey wedding location • Meeting and coaching 		
3.	Wednesday, 11 th December 2024	<ul style="list-style-type: none"> • Meeting with director manager and mentor about Legal Service virtual office • Upload article that has been revised by mentor 		
4.	Thursday, 12 th December 2024	Broadcast message for promote virtual office		
5.	Friday, 13 th December 2024	<ul style="list-style-type: none"> • Making telephone call with notary outside Pekanbaru by phone to inquire about virtual office legal services • Writing an article that have been revised by mentor 		
6.	Saturday, 14 th December 2024	Making telephone call with notary outside Pekanbaru by phone to inquire about virtual office legal services		

No	Working Process	Explanation
1.		Preparing a meeting room with a capacity of twenty people


2.	 	<ul style="list-style-type: none"> • Wedding location survey with the founder of MeetUp Coworking Space Pekanbaru. • Meeting and training with entrepreneurial students of Riau University
3.	 	<ul style="list-style-type: none"> • Meeting with company founder and mentor to discuss Legal Service and Virtual Office • Writing an article on the company's official website about Virtual Office services in the company
4.	 	<p>Sending broadcast messages to promote virtual offices at MeetUp Coworking & Office Space Pekanbaru.</p>
5.	 	<ul style="list-style-type: none"> • Making a phone call to a notary in Jakarta with the aim of inviting to create a virtual office in Pekanbaru. • Writing an article on the company's official website about Virtual Office services in the company

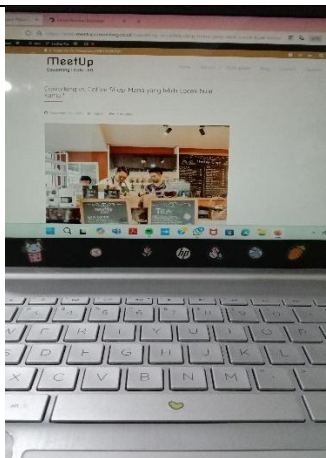
6.			<p>Making a phone call to a notary in Jakarta with the aim of inviting to create a virtual office in Pekanbaru.</p>
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DAILY ACTIVITY OF THE JOB TRAINING

DAY: Monday – Thursday

DATE: 16th – 19th December 2024

No	DATE AND TIME	DESCRIPTION OF ACTIVITY	TASK ASSIGNOR	SIGNATURE
1.	Monday, 16 th December 2024	Writing and upload the article that have been revised by mentor	Winda oktavia	
2.	Tuesday, 17 th December 2024	Making telephone call with notary outside Pekanbaru by phone to inquire about virtual office legal services		
3.	Wednesday, 18 th December 2024	Making telephone call with notary outside Pekanbaru by phone to inquire about virtual office legal services		
4.	Thursday, 19 th December 2024	Presentation of internship report and giving a memori to the company		
5.		INTERNSHIP COMPLETED		
6.		INTERNSHIP COMPLETED		

No	Working Process	Explanation
1.		Writing an article on the company's official website about Virtual Office services in the company

2.			Making a phone call to a notary in Jakarta with the aim of inviting to create a virtual office in Pekanbaru.
3.			Making a phone call to a notary in Jakarta with the aim of inviting to create a virtual office in Pekanbaru.
4.			Presentation of the final results during the four-month internship at MeetUp Coworking & Office Space Pekanbaru. and handing over mementos to founders and mentors.

APPENDIX 7: REVISION LIST


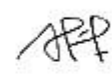



APPRENTICESHIP REPORT

Name: Zalina

NIM: 5504211029

Advisor: Arita Destianingsih, M.Pd

Place of Apprenticeship: MeetUp Coworking & Office Space Pekanbaru Riau

NO.	DAY/DATE	REVISION	SIGNATURE
1.	Thursday, 9 th January 2024	Cover, approval sheet and Acknowledgement	
2.	Tuesday, 14 th January 2025	Revise table of content, Make list of figure, list of table and Appendices	
3.	Wednesday, 15 th January 2025	Revise Daily Activity of Apprenticeship report	
4.	Thursday 16 th January 2025	Revise Table Schedule	
5.	Friday, 17 th January 2025	Revise Paragraph and vocabulary	

Bengkalis, February 2nd, 2025

Advisor



ARITA DESTIANINGSIH, M.Pd

NIP. 199012232024212036

APPENDIX 8: DAILY ACTIVITY LOGBOOK

Rincian Kegiatan

Data Kegiatan

Peserta

Pembimbing

Rincian Kegiatan

Periode Akademik

Jenis Kegiatan

Nama Kegiatan

2024 Ganjil

Kerja Praktek/PKL

magang kerja praktek

Unit

Instansi

Kelompok

D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional

MEETUP COOWORKING (Ada MOU)

No.	Tgl. Kegiatan	Pembimbing	Penulis	Topik	Aksi
1	Kamis, 19 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Presenting Internship Report	
2	Kamis, 19 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Presentasi selama magang dan penyerahan kenang- kenangan	
3	Rabu, 18 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Update Catalog Facebook	
4	Rabu, 18 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menghubungi Notaris	
5	Selasa, 17 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menghubungi Notaris	
6	Selasa, 17 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Editing & Scheduling Content	
7	Senin, 16 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Upload Artikel & Menulis Artikel	
8	Senin, 16	199012232024212036 - ARITA	5504211027 - Nur	Take Video for Endorse	

Rincian Kegiatan

Data Kegiatan

Peserta

Pembimbing

Rincian Kegiatan

Periode Akademik

Jenis Kegiatan

Nama Kegiatan

2024 Ganjil

Kerja Praktek/PKL

magang kerja praktek

Unit

Instansi

Kelompok

D4 Bahasa Inggris untuk Komunikasi Bisnis dan Profesional

MEETUP COOWORKING (Ada MOU)


































8	Senin, 16 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Take Video for Endorse	
9	Sabtu, 14 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menghubungi Notaris	
10	Sabtu, 14 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Edit Content & Scheduling Content	
11	Jumat, 13 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Update Google Bisnis & Edit Content	
12	Jumat, 13 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menghubungi Notaris & Upload artikel	
13	Kamis, 12 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Broadcast Message for Virtual Office	
14	Kamis, 12 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Publish FAQs di Website	
15	Rabu, 11 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Meeting & Update Katalog	
16	Rabu, 11 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Meeting & Broadcast Message for Virtual Office	
17	Selasa, 10 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Wedding location survey & Meeting and Coaching	
18	Selasa, 10 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Room, Edit Content & Serve Client	


































Rincian Kegiatan					
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19	Senin, 9 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Shoot Content Video for Instagram & Prepare Room	
20	Senin, 9 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Shooting Content for Instagram & Preparing Meeting Room	
21	Sabtu, 7 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Create Script Content	
22	Sabtu, 7 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Seminar Kreatif Fasilkom	
23	Jumat, 6 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Create FAQs	
24	Jumat, 6 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Mengisi Portofolio & Menghubungi Notaris	
25	Kamis, 5 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Create Content Plan	
26	Kamis, 5 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menulis Artikel di Website	
27	Rabu, 4 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Membuat poster & Persiapan ruangan rapat	
28	Rabu, 4 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Attended Gathering Building Material & Create Content	
29	Selasa, 3 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Persiapan Ruangan	

Rincian Kegiatan					
https://polbeng.siakadcloud.com/siakad/set_kegiatankn/1136					
30	Selasa, 3 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Attended Exhibition WMM	
31	Senin, 2 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Upload Artikel & Menulis Artikel	
32	Senin, 2 Desember 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Edit & Upload Content	
33	Sabtu, 30 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Podcast Room	
34	Sabtu, 30 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Membuat Konten Instagram & Persiapan Podcast Room	
35	Jumat, 29 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menulis Artikel di Website	
36	Jumat, 29 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Create Script for Article Website	
37	Kamis, 28 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menulis Artikel di Website	
38	Kamis, 28 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Edit & Upload Content	
39	Rabu, 27 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	National Holiday : PILKADA	
40	Rabu, 27 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Libur PILKADA	


































Rincian Kegiatan						
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41	Selasa, 26 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menulis Artikel di Website		
42	Selasa, 26 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	DesignPoster		
43	Senin, 25 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menulis Artikel di Website		
44	Senin, 25 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Create Content		
45	Sabtu, 23 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Room & Create Content		
46	Sabtu, 23 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Membuat Konten Instagram		
47	Jumat, 22 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menulis Artikel di Website		
48	Jumat, 22 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Serve Client & Upload Content		
49	Kamis, 21 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Belajar Digital Marketing: Google Advertising		
50	Kamis, 21 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Meeting Room & Create Content		
51	Rabu, 20 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Belajar Digital Marketing: SEO & SEM		


































Rincian Kegiatan						
https://polbeng.siakadcloud.com/siakad/set_kegiatankkn/1136						
52	Rabu, 20 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Sick		
53	Selasa, 19 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menulis Artikel di Website		
54	Selasa, 19 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Sick		
55	Senin, 18 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Post Content		
56	Senin, 18 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Belajar Digital Marketing		
57	Sabtu, 16 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menulis Artikel & Rekap Data Tamu Ruangan Kantor MeetUp		
58	Sabtu, 16 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Learn what is FAQ		
59	Jumat, 15 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Upload Promo Function Hall		
60	Jumat, 15 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Artikel Website MeetUp & Rekap Data Tamu MeetUp		
61	Kamis, 14 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Find out Content Idea		
62	Kamis, 14 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menulis Artikel di Website		


































Rincian Kegiatan					
https://polbeng.siakadcloud.com/siakad/set_kegiatankn/1136					
63	Rabu, 13 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Rekapan Data Tamu Ruangan Kantor MeetUp	  
64	Rabu, 13 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Learn Digital Marketing & Meeting with WO	  
65	Selasa, 12 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Survey Lokasi & Rekapan Data Tamu MeetUp	  
66	Selasa, 12 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Meeting & Editing	  
67	Senin, 11 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Update Website & Rekapan Data Tamu MeetUp	  
68	Senin, 11 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Meeting & Upload Content	  
69	Sabtu, 9 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menulis Artikel & Persiapan Sewa Ruangan	  
70	Sabtu, 9 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Serve Clients	  
71	Jumat, 8 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menulis Artikel di Website	  
72	Jumat, 8 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Ads Manager	  
73	Kamis, 7 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menulis Artikel & Rekapan Data Tamu Ruangan Kantor MeetUp	  


































Rincian Kegiatan					
https://polbeng.siakadcloud.com/siakad/set_kegiatankn/1136					
74	Kamis, 7 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Classroom	  
75	Rabu, 6 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menulis Artikel & Rekapan Data Tamu Ruangan Kantor	  
76	Rabu, 6 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Upload Content	  
77	Selasa, 5 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Serve Clients	  
78	Selasa, 5 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Website MeetUp	  
79	Senin, 4 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Room & Design Poster	  
80	Senin, 4 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menulis Artikel	  
81	Sabtu, 2 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Room & Finishing Design Poster	  
82	Sabtu, 2 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Rekapan Data Tamu Ruangan Kantor MeetUp	  
83	Jumat, 1 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Design Poster	  
84	Jumat, 1 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menulis Artikel	  


































Rincian Kegiatan		https://polbeng.sia				
85	Kamis, 31 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Design Poster		
86	Kamis, 31 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menulis Artikel di Website		
87	Rabu, 30 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Cuti		
88	Rabu, 30 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Being Vendor & Design Backdrop		
89	Selasa, 29 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Cuti		
90	Selasa, 29 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Design Poster & Prepare room		
91	Senin, 28 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Cuti		
92	Senin, 28 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Meeting & Upload Poster		
93	Sabtu, 26 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Sick		
94	Sabtu, 26 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Cuti		
95	Jumat, 25 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Event Room		


































Rincian Kegiatan		https://polbeng.siakadcloud.com/siakad/set_kegiatankn/1136				
129	Sabtu, 5 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Persiapan Event Training & Development	  	
130	Jumat, 4 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Function Hall	  	
131	Jumat, 4 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Persiapan Event Training & Development	  	
132	Kamis, 3 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Meeting Room & Create Content Article	  	
133	Kamis, 3 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Broadcast Message for Promotion	  	
134	Rabu, 2 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Edit & Post Content	  	
135	Rabu, 2 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Broadcast Message for Promotion	  	
136	Selasa, 1 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Doorprize	  	
137	Selasa, 1 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Broadcast Message for Promotion & Persiapan Sosialisasi	  	
138	Senin, 30 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Post content	  	
139	Senin, 30 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Kerjasama Wedding Organizer & Event Organizer	  	


































107	Jumat, 18 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Continue Upload Catalog	  
108	Kamis, 17 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Rekapan Data Tamu Ruangan Kantor MeetUp	  
109	Kamis, 17 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Upload Poster Promo Meeting Room	  
110	Rabu, 16 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Rekapan Data Tamu Ruangan Kantor MeetUp	  
111	Rabu, 16 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Event Room for Training	  
112	Selasa, 15 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Rekapan Data Tamu Ruangan Kantor MeetUp	  
113	Selasa, 15 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Upload Jadwal Kelas online Google Play	  
114	Senin, 14 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Rekapan Data Tamu Ruangan Kantor MeetUp	  
115	Senin, 14 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Upload Product Catalog	  
116	Sabtu, 12 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Catalog Product on Facebook	  
117	Sabtu, 12 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Rekapan Data Tamu Ruangan Kantor MeetUp	  


































118	Jumat, 11 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Broadcast Message	  
119	Jumat, 11 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Broadcast Message for Promotion	  
120	Kamis, 10 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Room, Broadcast & Edit Content	  
121	Kamis, 10 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Rekapan Data Tamu Ruangan Kantor MeetUp & Meeting bersama mentor	  
122	Rabu, 9 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Edit & Post Content	  
123	Rabu, 9 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Rekapan Data Tamu Ruangan Kantor MeetUp	  
124	Selasa, 8 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Room, Broadcast, & Publish Article	  
125	Selasa, 8 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Rekapan Data Tamu Ruangan Kantor MeetUp	  
126	Senin, 7 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Classroom	  
127	Senin, 7 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Rekapan Data Tamu Ruangan Kantor MeetUp	  
128	Sabtu, 5 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Vendor Training & Development Rs. Sansani	  


































Rincian Kegiatan					
https://polbeng.siakadcloud.com/siakad/set_kegiatankn/1136					
140	Sabtu, 28 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Serve Clients & Post Content	  
141	Sabtu, 28 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Broadcast Message for Promotion	  
142	Jumat, 27 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Serve Clients	  
143	Jumat, 27 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Prepare Meeting Room	  
144	Kamis, 26 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare HDII Room & Meeting With Mentor	  
145	Kamis, 26 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Kerjasama Wedding Organizer & Event Organizer	  
146	Rabu, 25 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Painting for Whiteboard Office	  
147	Rabu, 25 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Broadcast Message for Promotion & Meeting with Mentor	  
148	Selasa, 24 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Post Content & Menerima Pemesanan Meeting Room	  
149	Selasa, 24 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Broadcast Message for Promotion	  
150	Senin, 23 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Meeting Room, Edit, & Post Content	  

























Rincian Kegiatan					
https://polbeng.siakadcloud.com/siakad/set_kegiatankn/1136					
151	Senin, 23 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Broadcast Message for Promotion	  
152	Sabtu, 21 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Post Content	  
153	Sabtu, 21 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Broadcast Message for Promotion	  
154	Jumat, 20 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Broadcast Message & Post Content	  
155	Jumat, 20 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Broadcast Message for Promotion	  
156	Kamis, 19 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Edit & Upload Content	  
157	Kamis, 19 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Edit & Post Content	  
158	Kamis, 19 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Broadcast Message for Promotion	  
159	Rabu, 18 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Post Content & Serve Client	  
160	Rabu, 18 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Broadcast Message for Promotion	  
161	Selasa, 17 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Broadcast Message for Promotion	  

Rincian Kegiatan					
https://polbeng.siakadcloud.com/siakad/set_kegiatankkn/1136					
162	Selasa, 17 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Broadcast & Post Daily Story	  
163	Senin, 16 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	National Holiday: Maulid Nabi Muhammad	  
164	Senin, 16 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Cuti (Maulid Nabi Muhammad)	  
165	Sabtu, 14 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Broadcast Message for Promotion	  
166	Sabtu, 14 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Room & Editing Content	  
167	Jumat, 13 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Broadcast Message for Promotion	  
168	Jumat, 13 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Edit & Post Content	  
169	Kamis, 12 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Event Room	  
170	Kamis, 12 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Prepare Event Room	  
171	Rabu, 11 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Broadcast Message for Promotion	  
172	Rabu, 11 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Post Content & Broadcast	  

Rincian Kegiatan					
https://polbeng.siakadcloud.com/siakad/set_kegiatankkn/1136					
173	Selasa, 10 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Shooting Daily Content Instagram, Prepare Meeting Room, Broadcast Message	  
174	Selasa, 10 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Create Content	  
175	Senin, 9 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Prepare Meeting Room & Rekap Data Tamu Ruangan Kantor MeetUp	  
176	Senin, 9 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Room, Posting Feed, & Broadcast Pesan	  
177	Sabtu, 7 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Serve Clients & Edit Content	  
178	Sabtu, 7 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Rekap Data Tamu Ruangan Kantor MeetUp	  
179	Jumat, 6 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Rekap Data Tamu Ruangan Kantor MeetUp	  
180	Jumat, 6 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Shoot Video	  
181	Kamis, 5 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Rekap Data Tamu Ruangan Kantor MeetUp	  
182	Kamis, 5 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Meeting Room & Create Content	  
183	Rabu, 4 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Edit & Post Content	  

Rincian Kegiatan					
https://polbeng.siakadcloud.com/siakad/set_kegiatankn/1136					
184	Rabu, 4 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Membuat Konten Video	  
185	Selasa, 3 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Meeting Room	  
186	Selasa, 3 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Broadcast Message for Google Play Certificate	  
187	Senin, 2 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Menghadiri Acara PKKMB	  
188	Senin, 2 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Broadcast Message for Google Play Certificate	  
189	Sabtu, 31 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Shopee Affiliate	  
190	Sabtu, 31 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Broadcast Message for Promotion	  
191	Jumat, 30 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Posting Promo Function Hall	  
192	Jumat, 30 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Seminar Young Entrepreneur School BEM Universitas Riau	  
193	Kamis, 29 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Posting Content & Terima tamu	  
194	Kamis, 29 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Broadcast Message for Promotion	  

Rincian Kegiatan					
https://polbeng.siakadcloud.com/siakad/set_kegiatankn/1136					
195	Rabu, 28 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Analisis Meta ADS & Facebook Manager	  
196	Rabu, 28 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Broadcast Message for Promotion	  
197	Selasa, 27 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Shoot Video for Endorsment	  
198	Selasa, 27 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Broadcast Message	  
199	Senin, 26 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Create Content	  
200	Senin, 26 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	TikTok Affiliate & Broadcasting Message	  
201	Sabtu, 24 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Office Room	  
202	Sabtu, 24 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Broadcast Message for Promotion	  
203	Jumat, 23 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Editing carousal & Posting Story	  
204	Jumat, 23 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	WBS (Whatsapp Broadcasting)	  
205	Kamis, 22 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Meeting bersama owner	  

Rincian Kegiatan					
https://polbeng.siakadcloud.com/siakad/set_kegiatankkn/1136					
204	Jumat, 23 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Wbs (whatsapp broadcasting)	  
205	Kamis, 22 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Meeting bersama owner	  
206	Kamis, 22 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Pembagian tugas selama magang	  
207	Rabu, 21 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Meta Ads	  
208	Rabu, 21 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Metaads	  
209	Selasa, 20 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Design Flayer	  
210	Selasa, 20 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Mengedit Postingan Instagram	  
211	Senin, 19 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Tour Kantor MeetUp	  
212	Senin, 19 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Tour MeetUp Office	