

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

**NUR FATIHAH
5504211027**



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

APPROVAL SHEET

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

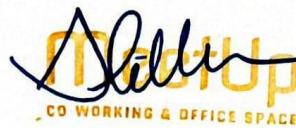
Written as one of the requirements for completing Apprenticeship

NUR FATIHAH
5504211027

Pekanbaru, December 19th 2024

Director

MeetUp Coworking & Office Space



Shiella Deani, B.Arch

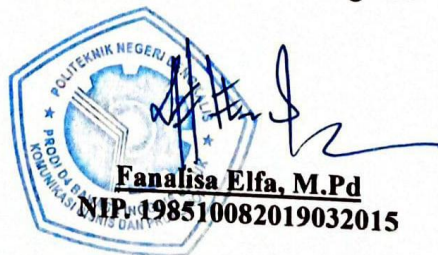
Advisor



Arita Destianingsih
NIP. 199012232024212036

Approved by,

Head of English for Business and Professional Communication Study Program
State Polytechnic of Bengkalis



Fanalisa Elfa, M.Pd
NIP. 198510082019032015

ACCEPTANCE SHEET

ACCEPTANCE SHEET

This is to certify that we have examined the apprenticeship report of Nur Fatihah Reg. Number 5504211027 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

Accepted By:

Advisor



Arita Destianingsih, M.Pd
NIP. 199012232024212036

Approved By:

Head of English for Business and Professional Communication

Study Program of

State Polytechnic of Bengkalis



Fanalisa Elfa, M.Pd
NIP. 198510082019032015

ACKNOWLEDGEMENT

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

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

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

9. I am also very grateful for *someone* who has accompanied and always provided support in every moment during the internship process.
10. And the last, for all of my friends who always provide support, especially to Zalina, my practical work partner who always encourages me, shares stories both joy and sorrow.

The author realizes that this report is far from perfect. Therefore, constructive suggestions and criticisms are highly expected for the sake of improving this report in the future.

Finally, I hope this report can provide benefits to readers and become useful documentation for all interested parties.

Bengkalis, January 9th, 2025

Best Regards,

Nur Fatihah

Reg. Number 5504211027

TABLE OF CONTENTS

APPRENTICESHIP REPORT	i
ACCEPTANCE SHEET	iii
ACKNOWLEDGEMENT.....	iv
TABLE OF CONTENTS.....	vi
LIST OF TABLES.....	viii
LIST OF APPENDICES.....	ix
CHAPTER I	1
1.1 Background of the Apprenticeship	1
1.2 Purpose of the Apprenticeship.....	2
1.3 Significance of the Apprenticeship.....	3
CHAPTER II.....	4
2.1 Company Profile	4
2.2 Vision and Mission.....	6
2.3 Kind of Business	6
2.4 Organization Structure	9
CHAPTER III	10
3.1 Job Description	10
3.2 System and Procedure.....	10
3.3 Place of the Apprenticeship.....	18
3.4 Kind and Description of the Activity	19
CHAPTER IV.....	34
4.1 Conclusion	34
4.2 Suggestion.....	34
REFERENCES.....	36
APENDICES	37

LIST OF FIGURES

Figure 2.1 MeetUp Coworking & Office Space	4
Figure 2.2 The organization structure of MeetUp Coworking & Office Space	9
Figure 3.1 Flowchart of Creating Content Plan	11
Figure 3.2 Creating Content Plan.....	12
Figure 3.3 Flowchart of Taking Video	12
Figure 3.4 Taking and Editing Video	13
Figure 3.5 Flowchart of Designing Flyer.....	13
Figure 3.6 Designing Flayer.....	13
Figure 3.7 Flowchart of Managing Social Media	14
Figure 3.8 Managing Social Media.....	14
Figure 3.5 Flowchart of Managing Google Business Account	15
Figure 3.10 Managing Google Business Account.....	15
Figure 3.11 Flowchart of Creating & Publishing Article	16
Figure 3.12 Creating & Publishing Article	16
Figure 3.13 Making Room Catalogue.....	17
Figure 3.14 Giving Good Services for Clients.....	17
Figure 3.15 Preparing Meeting Room.....	18

LIST OF TABLES

Table 3.1 Daily activities of August 19 th - August 24 th 2024	19
Table 3.2 Daily activities of 26 August-31 August 2024	19
Table 3.3 Daily activities of 2 September – 7 September 2024	20
Table 3.4 Daily activities of 9-14 September 2024	21
Table 3.5 Daily activities of 16-21 September 2024	21
Table 3.6 Daily activities of 23-28 September 2024	22
Table 3.7 Daily activities of 30 September – 4 September 2024	23
Table 3.8 Daily activities of 7-12 October 2024	24
Table 3.9 Daily activities of 14-19 October 2024	25
Table 3.10 daily activity of 21-26 October 2024	25
Table 3.11 Daily activities of 28 October – 2 November 2024	26
Table 3.12 Daily activities of 4-9 November 2024	27
Table 3.13 Daily activities of 11-16 October 2024	28
Table 3.14 Daily activities of 18-23 November 2024	29
Table 3.15 Daily activities of 25-30 November 2024	30
Table 3.16 Daily Activities of 2-7 November 2024	30
Table 3.17 Daily activities of 9-14 December 2024	31
Table 3.18 Daily activities of 16-19 December 2024	33

LIST OF APPENDICES

APPENDIX 1: Apprenticeship Acceptance Letter	37
APPENDIX 2: Apprenticeship Statement Letter.....	38
APPENDIX 3: Certificate Of Internship	39
APPENDIX 4: Evaluation Form	40
APPENDIX 5: Daily Activity Apprenticeship.....	41
APPENDIX 6: Daily Activity Logbook	85
APPENDIX 7: Revision List	93

CHAPTER I INTRODUCTION

1.1 Background of the Apprenticeship

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

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

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

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

Business and Professional Communication study program is required to take part in internship activities as one of the graduation requirements.

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

This internship was carried out for 4 months starting from August 19 to December 19, 2024. Through Field Work Practice activities, it is hoped that the author will be able to apply the knowledge learned in campus about Public Relations, Digital Marketing, Social Media Specialist, Content Creation, and Customer Service, and the marketing media is mostly through social media. In addition, it can certainly expand the author's knowledge to carry out various types of tasks properly and correctly, and be able to face the real world of work from the experience gained during the internship at MeetUp Coworking & Office Space.

1.2 Purpose of the Apprenticeship

1. To find out and gain practical experience in the space marketing strategy at MeetUp Coworking & Office Space.
2. To understand the application of technology and media used by MeetUp Coworking in improving efficiency and innovation in business.
3. To develop professional skills, communication and teamwork abilities in real projects in a collaborative and dynamic work environment.

1.3 Significance of the Apprenticeship

1.3.1 Significance for the Apprentice

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

1.3.2 Significance for State Polytechnic of Bengkalis

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

1.3.3 Significance for the Company

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

CHAPTER II

GENERAL DESCRIPTION OF THE COMPANY

2.1 Company Profile



Figure 2.1 MeetUp Coworking & Office Space

Source: MeetUp Coworking & Office Space

Coworking space in Bahasa is referred to as “shared workspace” is a place where people from various organizations have various spaces to work. It is usually an open space large enough to accommodate many people, including individuals, communities, and companies, especially startups. In addition to open spaces, coworking spaces also often provide separate small spaces that are rented out to companies for groups of workers. Coworking spaces become places that support innovation and collaboration between tenants, even opening up opportunities for startups to get investors or funding through meeting other individuals.

Coworking spaces were first known to the public in 1995 in Germany, a non-profit organization called C-Base was founded with the aim of encouraging collaboration between members and general public meetings based on computer technology. At first, members who gathered there were called Hackerspace, over time it developed into the term coworking space. The term “Coworking Space” was first coined by Bernard Brian DeKoven around 1999.

The concept of coworking spaces emphasizes equality among all participants, without hierarchies such as superiors or subordinates, employees or leaders. All individuals within the space have equal status and create egalitarian relationships.

On August 9, 2005, the term “Coworking Space” was officially used in San Francisco, USA, and this is considered the birth of the first coworking space. The first coworking space was founded by Brad Neuberg at Spiral Muse, San Francisco, by providing eight tables in one room. Not only is it a meeting room, but it also includes lunch together, meditation together and cycling events.

Hackerspace Bandung, first established by Yohan Totting in 2010 in the Sukaluyu area, is the first pioneering Coworking Space in Indonesia. The development of this concept encouraged the holding of the Indonesian Coworking Conference in Bali in February 2016, which resulted in the formation of the Indonesian Coworking community. The impact of the conference was the emergence of various new coworking spaces in various regions in Indonesia, including MeetUp Coworking & Office Space in Pekanbaru.

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

As the pioneer of Coworking Space in Pekanbaru, MeetUp Coworking & Office Space is designed as a collaboration center for various creative industry stakeholders including communities, companies, government, and other private sectors. Meetup Coworking & Office offers several variations of workspaces that can be accessed through membership or non-membership systems with hourly, daily, monthly, or annual periods, ranging from coworking areas, dedicated desks, event spaces, classrooms, creator studios, private offices, meeting rooms, and function halls.

Other than renting out space, MeetUp Coworking & Office Space is also often involved as a facilitator in several events, such as the Diplomat Success Challenge (DSC) from the Ministry of Cooperatives and SMEs, Startup Weekend Indonesia from Techstars, a global platform for investment and innovation in the United States, Baparekraf for Startup (BEKUP) from the Ministry of Tourism and Creative Economy, the National Movement of 1000 Digital Startups from the Ministry of Communication and Information Technology, and several other social activities that have been handled directly by MeetUp Coworking & Office Space.

2.2 Vision and Mission

2.2.1 Vision

Helping to bring about change by Connect, Collaborate, and Create, MeetUp Coworking & Office Space is here to connect several parties to collaborate so that they can create something new.

2.2.2 Mission

Become a center of creativity and collaboration for creators, innovators and entrepreneurs who contribute to the growth of the community and business ecosystem in Indonesia, especially in Pekanbaru.

2.3 Kind of Business

MeetUp Coworking & Office Space is a business engaged in services and in the form of a CV (Commanditaire Vennootschap). MeetUp Coworking falls into the category of commercial property rental or real estate business with a service-based business model. This business model combines the concept of leasing physical space with the provision of various supporting facilities and services. Specifically, MeetUp Coworking & Office Space can be categorized as a B2B (Business-to-Business) and B2C (Business-to-Consumer) business because it serves companies, communities, and individual professionals.

The company offers work infrastructure services such as high-speed internet, electricity costs, office equipment, meeting rooms, and supporting facilities such as pantry, lounge, networking area. In the operational context, the

Company adopts a subscription-based business mode with a variety of rental periods ranging from hourly, daily, monthly, to annual.

MeetUp Coworking & Office Space offers several services to customers, including:

1. Coworking Space

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

2. Dedicated Desk

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

3. Meeting Room

MeetUp Coworking & Office Space offers meeting rooms with a cozy and comfortable atmosphere, with facilities such as air-conditioned rooms, free internet, whiteboard, projector & screen, flip chart, and free flow coffee & tea. For Rp 100,000 per hour, users can get all these facilities.

4. Classroom

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

5. Event Space

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

6. Function Hall

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

7. Privat Office

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

8. Virtual Office

For customers who have a personal business but do not have a legal office address, MeetUp Coworking & Office Space offers virtual office services, where tenants are only entitled to have the address of the MeetUp Coworking office, but do not have physical space in the office. Tenants will receive a domicile letter explaining that the office is located at MeetUp Coworking.

9. Legal Service

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

10. Event Organizer

In addition to offering room rentals, MeetUp Coworking & Office Space also provides Event Organizer services that can help organizations, communities, and companies run their events well. The event concept, decoration, and event equipment will be handled directly by the MeetUp

team, so that tenants do not need to bother preparing for their events. The prices offered also vary depending on the type of event and the size of the event.

2.4 Organization Structure

Organizational structure is a formal system that regulates duties, responsibilities, and work relationships within an organization. The organizational structure serves to coordinate and organize each part in each field. The organizational structure of MeetUp Coworking & Office Space can be seen in the following image:

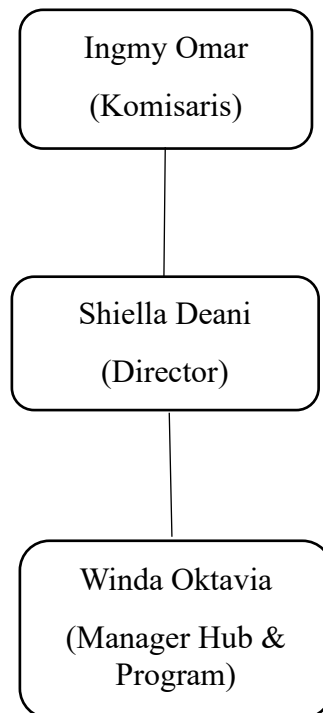


Figure 2.2 The organization structure of MeetUp Coworking & Office Space

CHAPTER III

SCOPE OF THE APPRENTICESHIP

3.1 Job Description

As part of the 4-month internship experience in the Event & Marketing Creative Department, the author will describe some of the activities or work that has been carried out. This internship program took place from August 19 to December 19, 2024, where the author had the opportunity to work on various substantial and meaningful tasks. During internship program, the author has gained experience and insight into the realities of the professional world of work and provides a deep understanding. This experience is a valuable learning in developing competence.

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

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

3.2 System and Procedure

In the context of organizational operations, MeetUp Coworking & Office Space implements comprehensive integrated systems and procedures to optimize the control of all company activities. This business entity operates with an effective work duration of 8 (eight) hours per day, which is distributed from 09.00 to 18.00, with the allocation of rest time at 12.00-13.00. The operational period covers six

working days, namely Monday to Saturday, with the exception of Sundays and designated public holidays.

In terms of dress code, MeetUp Coworking & Office Space adopts a flexible and progressive approach, in line with the characteristics of a startup company that emphasizes the values of modernity and freedom of expression. The institution allows its personnel to wear both formal and casual work attire, while maintaining standards of modesty and neatness as fundamental parameters.

MeetUp Coworking & Office Space implements an integrated and diversified multi-channel booking system. The business entity facilitates the reservation process through various digital platforms, including social media and telephonic communication, as well as accommodates the conventional method of in-person reservations at the company's physical location.

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

1. Creating Content Plan for Social Media

The type of content created for Instagram @meetupcoworking.co.id, in the form of single posts, carousals, and soft selling or awareness videos about Coworking Space, types of rooms for rent, and a recap of activities that have been carried out at MeetUp Coworking & Office Space. Meanwhile for Instagram @meetupinterior.id, the types of content that are often created and published are single posts and carousals about home and building interior design inspiration.

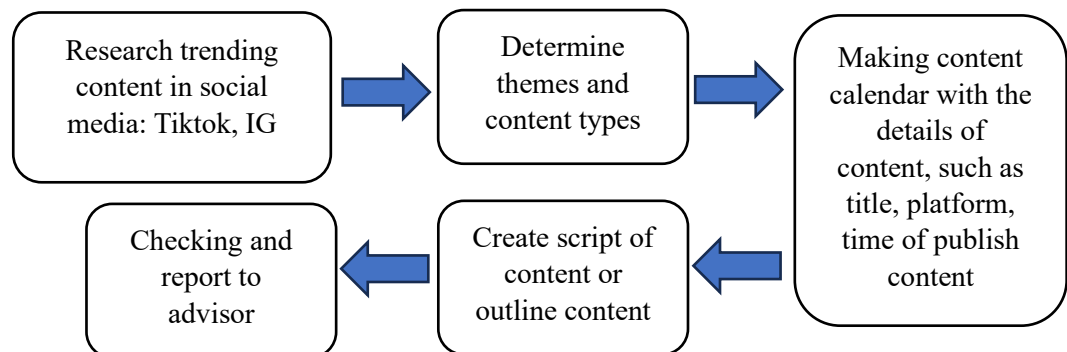


Figure 3.1 Flowchart of Creating Content Plan

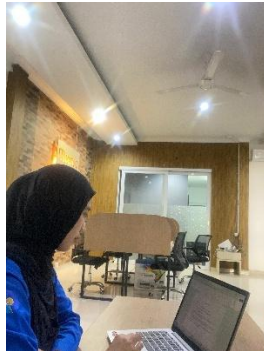


Figure 3.2 Creating Content Plan

Source: Process Data 2024

2. Taking and Editing Video

Taking content video for Instagram @meetupcoworking.co.id about coworking space, type of room at MeetUp Coworking & Office Space for rent, and shoot every activity or events at MeetUp Coworking & Office Space. In addition to shooting video for MeetUp Coworking Instagram content, the author also shooting endorse video or seminar activities conducted by the Director of MeetUp Coworking & Office Space (Shiella Priscilla). After completing shoot the video, then enter the process of editing video.

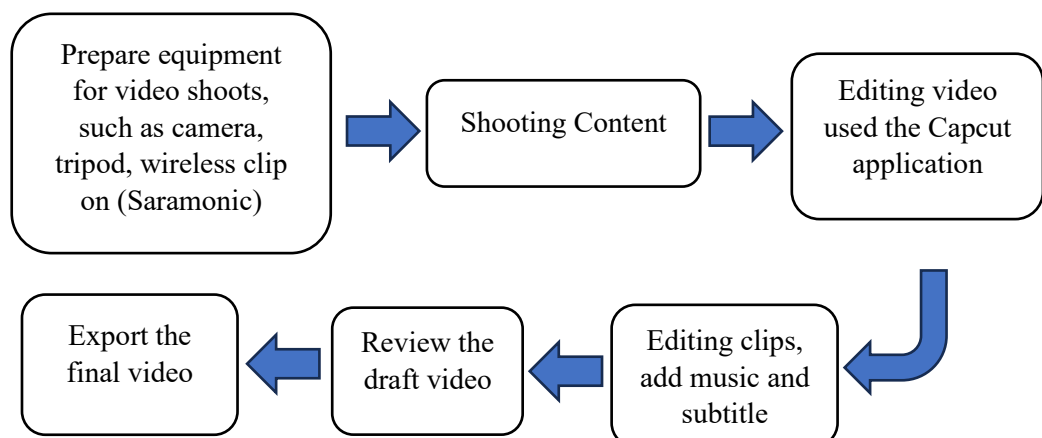


Figure 3.3 Flowchart of Taking Video

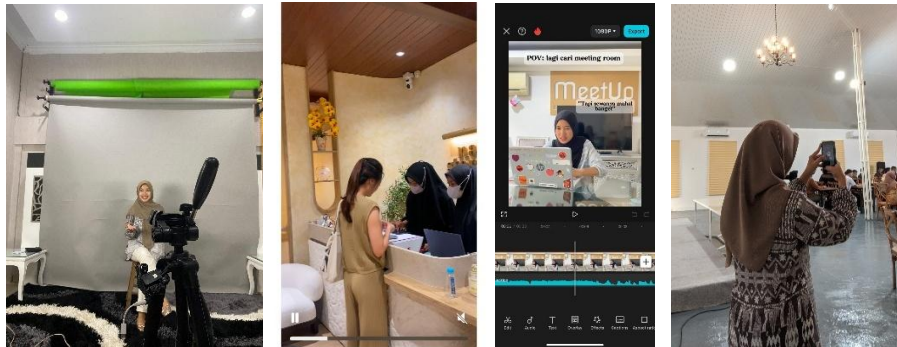


Figure 3.4 Taking and Editing Video

Source: Process Data 2024

3. Designing Flyer or Poster for Instagram Content

Designing flyers, posters, and banners about room promotions at MeetUp Coworking Space. In addition to designing room promotions at MeetUp Coworking, the author is also responsible for designing room design inspiration posters for the meetup interior Instagram account, as well as designing posters, flyers, and the Temu Coworking Indonesia 2024.

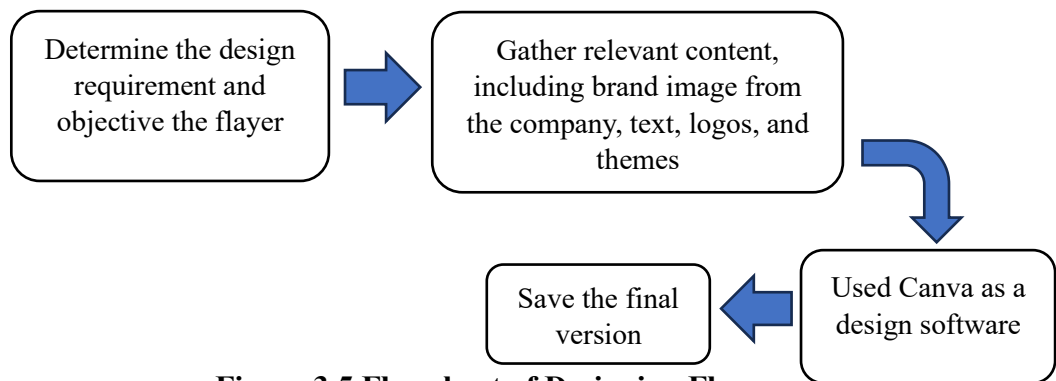


Figure 3.5 Flowchart of Designing Flyer

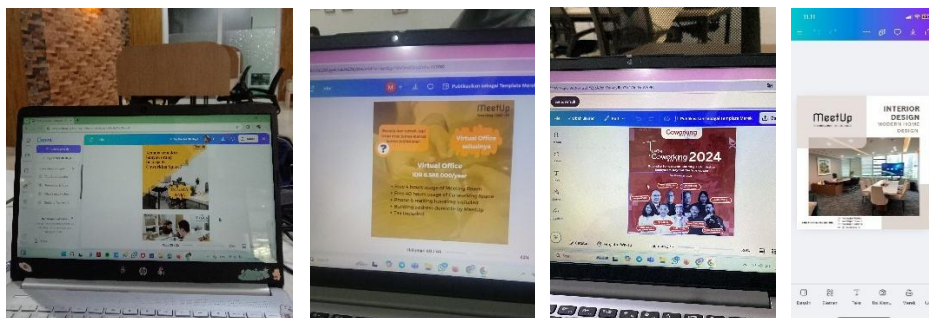


Figure 3.6 Designing Flyer

Source: Process Data 2024

4. Managing Social Media

The author responsible as social media specialist at Instagram and Facebook account MeetUp Coworking Space and MeetUp Interior. The main task of the author is to upload content both in the form stories, feeds and reels. Therefore, the author must be monitor incoming messages and provide a fast and effective response. Social media is not only used as a media for branding the company, but also used as a promotional media and provide the latest information updates about the company.

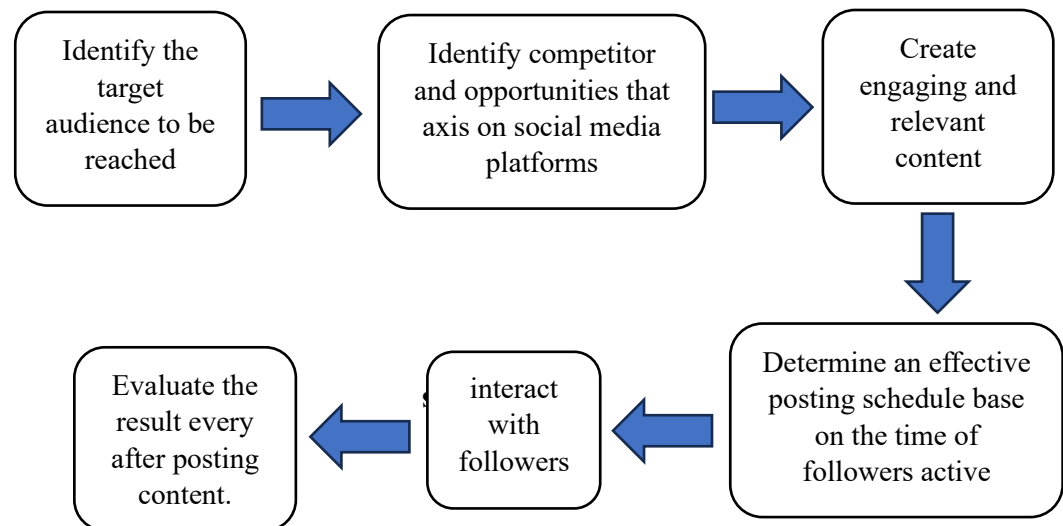


Figure 3.7 Flowchart of Managing Social Media



Figure 3.8 Managing Social Media

Source: Process Data 2024

5. Managing account Google Business

The author is responsible for managing the Meetup Coworking Space Google Business account which includes several crucial aspects to maximize online presence and attract more users. The author must ensure that the business profile is always updated with accurate information about the address, operating hours, rooms and facilities available at Meetup Coworking Space, as well as updates on events held at Meetup Coworking Space. With the latest info and updated photos, it gives a real picture to potential customers.

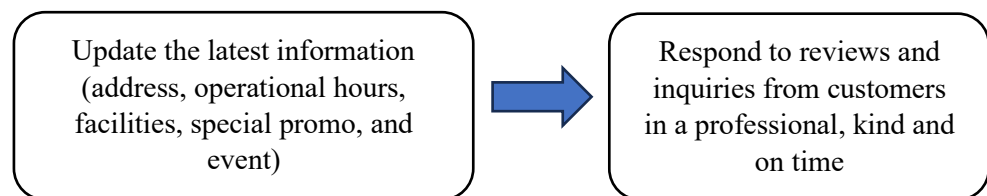


Figure 3.5 Flowchart of Managing Google Business Account

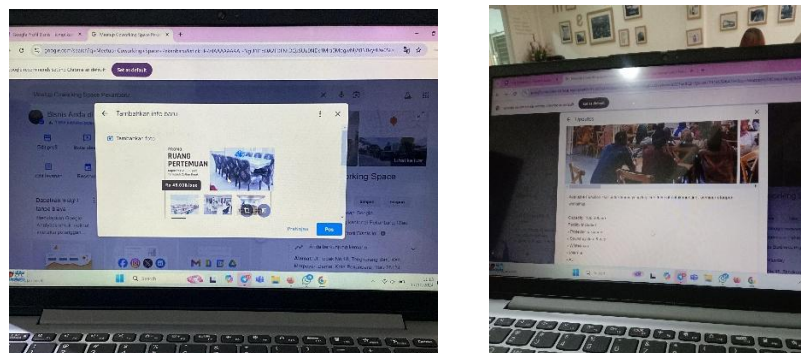


Figure 3.10 Managing Google Business Account

Source: Process Data 2024

6. Creating and Publishing Article

The author is responsible to write article about coworking space, why people choose coworking space than conventional office or café. In addition, the author also create Frequently Asked Question (FAQ) related to MeetUp Coworking Space and questions that customers often ask, then publish it on the MeetUp Coworking Space website.

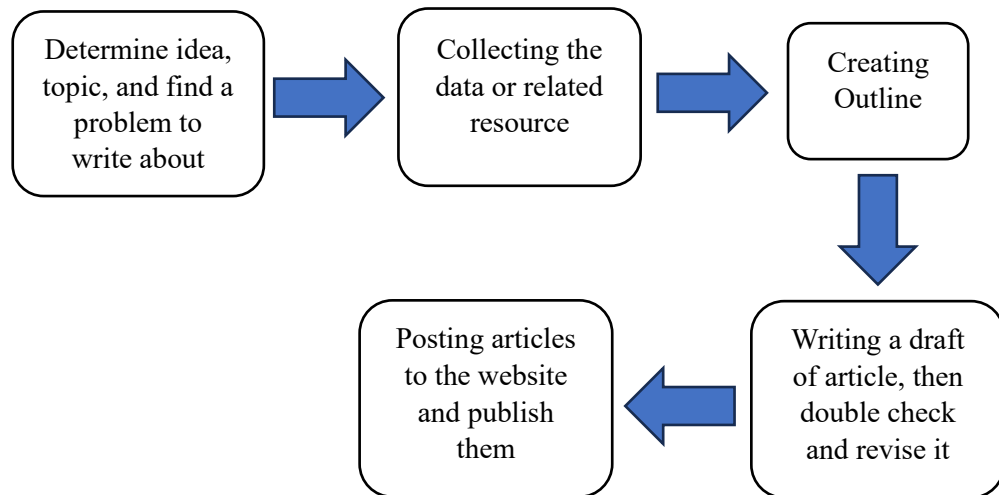


Figure 3.11 Flowchart of Creating & Publishing Article

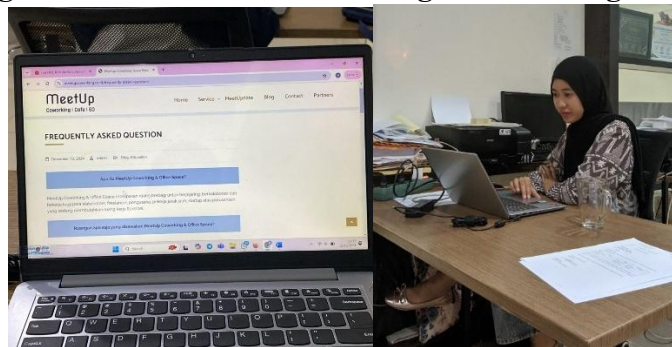


Figure 3.12 Creating & Publishing Article

Source: Process Data 2024

7. Making Room Catalogue

The catalogue feature in the Facebook application functions as a digital showcase that allows potential customers to see, and understand in detail each product or service offered, including specifications, facilities, and available usage options. The room catalogue on MeetUp Coworking Space's Facebook page has several purposes, including to provide complete and structured information to potential customers about available spaces, improve the efficiency of the marketing process by providing an attractive and informative visual showcase, and facilitate the room booking process.

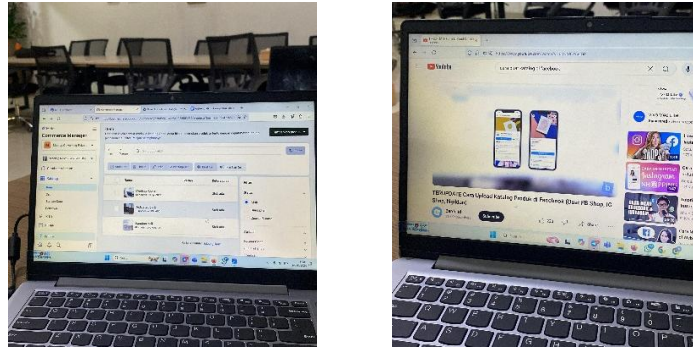


Figure 3.13 Making Room Catalogue

Source: Process Data 2024

8. Giving good services for clients

Serving potential customers and making room reservations are important responsibilities in coworking space operations that cover several aspects of customer service and reservation management. The author must welcome the client in a friendly manner and ask about the client's needs, such as the capacity of the room needed, duration of use, special equipment required, and room setup preferences.

While in the reservation making process, the author must check the availability of the room on the requested date and time, explain in detail about the room facilities, rental price, as well as payment policies and cancellation conditions.



Figure 3.14 Giving Good Services for Clients

Source: Process Data 2024

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

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



Figure 3.15 Preparing Meeting Room

Source: Process Data 2024

3.3 Place of the Apprenticeship

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

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

3.4 Kind and Description of the Activity

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

Table 3.1 Daily activities of August 19th - August 24th 2024

No	Day/Date	Activity	Place
1	Monday, 19 August 2024	Tour MeetUp Coworking Office	MeetUp Operational
2	Tuesday, 20 August 2024	Designing flyer promo Function Hall	MeetUp Operational
3	Wednesday, 21 August 2024	Learning about Meta Ads	MeetUp Operational
4	Thursday, 22 August 2024	<ul style="list-style-type: none">• Meeting to discuss job desk during internship• Posting daily story	MeetUp Operational
5	Friday, 23 August 2024	<ul style="list-style-type: none">• Editing carousal for Instagram Post• Posting daily story	MeetUp Operational
6	Sunday, 24 August 2024	Preparing Office Room	MeetUp Operational

Table 3.2 Daily activities of 26 August-31 August 2024

No	Day/Date	Activities	Place
1	Monday, 26 August 2024	Editing content video for Instagram reel	Meetup Operational
2	Tuesday, 27 August 2024	Shooting video for endorsement	NEO GYM Pekanbaru
3	Wednesday, 28 August 2024	Analysing Meta Ads & Facebook Manager	MeetUp Operational
4	Thursday, 29 August 2024	<ul style="list-style-type: none">• Posting daily story at Instagram MeetUp	MeetUp Operational

		<ul style="list-style-type: none"> Serving client 	
5	Friday, 30 August 2024	Editing video & posting promo Function Hall at Instagram	MeetUp Operational
6	Saturday, 31 August 2024	Learning Shopee Affiliate	MeetUp Operational

Table 3.3 Daily activities of 2 September – 7 September 2024

No	Day/Date	Activities	Place
1	Monday, 2 September 2024	Assisting the supervisor to attended PKKMB Awal Bross University & making content video	Hotel Khas Pekanbaru
2	Tuesday, 3 September 2024	Preparing Meeting Room	MeetUp Operational
3	Wednesday, 4 September 2024	Editing and posting video for Instagram story	MeetUp Operational
4	Thursday, 5 September 2024	<ul style="list-style-type: none"> Preparing meeting room Editing content for Instagram story 	MeetUP Operational
5	Friday, 6 September 2024	Taking video about atmosphere Coworking Space	MeetUp Operational
6	Saturday, 7 September 2024	<ul style="list-style-type: none"> Serving clients Editing content for Instagram story 	MeetUp Operational

Table 3.4 Daily activities of 9-14 September 2024

No	Day/Date	Activities	Place
1	Monday, 9 September 2024	<ul style="list-style-type: none"> • Preparing meeting room • Posting content at Instagram • Broadcasting message 	MeetUp Operational
2	Tuesday, 10 September 2024	<ul style="list-style-type: none"> • Shooting video meeting room & coworking space • Preparing private office • Editing and posting content at Instagram 	MeetUp Operational
3	Wednesday, 11 September 2024	<ul style="list-style-type: none"> • Posting daily story on Instagram • Broadcasting message via WBSPro 	MeetUp Operational
4	Thursday, 12 September 2024	Preparing event room for seminar Somethinc	MeetUp Operational
5	Friday, 13 September 2024	Editing & posting content at Instagram	MeetUp Operational
6	Saturday, 14 September 2024	<ul style="list-style-type: none"> • Preparing meeting room • Editing content 	MeetUp Operational

Table 3.5 Daily activities of 16-21 September 2024

No	Day/Date	Activities	Place
1	Monday, 16 September 2024	Public holiday	
2	Tuesday, 17 September 2024	<ul style="list-style-type: none"> • Broadcasting Message promo Function Hall via WBSPro • Posting daily story at Instagram 	MeetUp Operational

3	Wednesday, 18 September 2024	<ul style="list-style-type: none"> • Posting daily story at Instagram • Serving clients 	MeetUp Operational
4	Thursday, 19 September 2024	Editing video & posting daily story at Instagram	MeetUp Operational
5	Friday, 20 September 2024	<ul style="list-style-type: none"> • Broadcasting message promo Function Hall • Posting daily story at Instagram 	MeetUp Operational
6	Saturday, 21 September 2024	<ul style="list-style-type: none"> • Posting daily story at Instagram • Serving clients 	MeetUp Operational

Table 3.6 Daily activities of 23-28 September 2024

No	Day/Date	Activities	Place
1	Monday, 23 September 2024	<ul style="list-style-type: none"> • Preparing meeting room • Making reservation for meeting room • Editing and posting daily story on Instagram 	MeetUp Operational
2	Tuesday, 24 September 2024	<ul style="list-style-type: none"> • Posting content video for Instagram • Serving clients 	MeetUp Operational
3	Wednesday, 25 September 2024	Painting for blackboard office and writing motivational quotes	MeetUp Cafe
4	Thursday, 26 September 2024	<ul style="list-style-type: none"> • Preparing meeting room • Meeting agenda with Advisor 	MeetUp Operational
5	Friday, 27 September 2024	Serving clients and accompany the clients to room tour	MeetUp Operational

6	Saturday, 28 September 2024	<ul style="list-style-type: none"> • Serving clients • Preparing room for counselling with psychology • Posting daily story on Instagram 	MeetUp Operational
---	--------------------------------	---	-----------------------

Table 3.7 Daily activities of 30 September – 4 September 2024

No	Day/Date	Activities	Place
1	Monday, 30 September 2024	<ul style="list-style-type: none"> • Posting content promo Event Room on Instagram • Posting Function Halls promos on Google Business MeetUp Coworking Space account 	MeetUp Operational
2	Tuesday, 1 October 2024	Preparing goody bag/souvenir for seminar by IDP (Individual Development Plan) Counselling Indonesia	Classroom
3	Wednesday, 2 October 2024	Editing and posting content about meeting room promos on Instagram	MeetUp Operational
4	Thursday, 3 October 2024	<ul style="list-style-type: none"> • Preparing meeting room • Making and publish article 	MeetUp Operational
5	Friday, 4 October 2024	<ul style="list-style-type: none"> • Preparing Function Hall for event seminar • Receiving office phone calls from prospective clients 	Function Hall & MeetUp Operational
6	Saturday, 5 October 2024	<ul style="list-style-type: none"> • Being a vendor in the Training & Development event of Rs. Sansani. 	Function Hall

		<ul style="list-style-type: none"> Documenting the event, doing live report on Instagram, and edit & post content from the activities above. 	
--	--	---	--

Table 3.8 Daily activities of 7-12 October 2024

No	Day/Date	Activities	Place
1	Monday, 7 October 2024	Preparing classroom	Classroom
2	Tuesday, 8 October 2024	<ul style="list-style-type: none"> Preparing Classroom Broadcasting message Editing & publishing article 	Classroom & MeetUp Operational
3	Wednesday, 9 October 2024	Editing and posting video on reel Instagram	MeetUp Operational
4	Thursday, 10 October 2024	<ul style="list-style-type: none"> Preparing classroom for workshop Broadcasting message Editing and posting daily story on Instagram 	MeetUp Operational
5	Friday, 11 October 2024	Broadcasting message Promo Function Hall	MeetUp Operational
6	Saturday, 12 October 2024	Learning Catalogue room on Facebook Page	MeetUp Operational

Table 3.9 Daily activities of 14-19 October 2024

No	Day/Date	Activities	Place
1	Monday, 14 October 2024	Posting catalogue room on MeetUp Coworking Space Facebook Page	MeetUp Operational
2	Tuesday, 15 October 2024	Posting content on Feed Instagram & Google Business MeetUp Coworking	MeetUp Operational
3	Wednesday, 16 October 2024	Preparing room for training employee of Indodana	Classroom
4	Thursday, 17 October 2024	Posting poster promo meeting room on Instagram	MeetUp Operational
5	Friday, 18 October 2024	Posting catalogue room on MeetUp Coworking Facebook page	MeetUp Operational
6	Saturday, 19 October 2024	Designing poster Coming soon Temu Coworking Indonesia 2024	MeetUp Operational

Table 3.10 daily activity of 21-26 October 2024

No	Day/Date	Activities	Place
1	Monday, 21 October 2024	Designing poster Temu Coworking Indonesia 2024	MeetUp Operational
2	Tuesday, 22 October 2024	<ul style="list-style-type: none"> • Designing poster for Pannel Speaker • Making teaser video coming soon 	MeetUp Operational
3	Wednesday, 23 October 2024	Designing poster rundown Temu Coworking Indonesia 2024	MeetUp Operational
4	Thursday, 24 October 2024	Posting update promo Function Hall on Google Business account	MeetUp Operational
5	Friday, 25 October 2024	Preparing Event Room for training employee by Indodana	MeetUp Operational

6	Saturday, 26 October 2024	Sick	
---	------------------------------	------	--

Table 3.11 Daily activities of 28 October – 2 November 2024

No	Day/Date	Activities	Place
1	Monday, 28 October 2024	<ul style="list-style-type: none"> Meeting with committee of Temu Coworking Indonesia 2024 Posting poster Temu Coworking Indonesia 2024 at Instagram Coworking Indonesia 	MeetUp Operational
2	Tuesday, 29 October 2024	<ul style="list-style-type: none"> Designing poster press release for event Temu Coworking Indonesia 2024 Chatting, confirming & share poster Temu Coworking Indonesia 2024 Preparing Function Hall & Event Room 	MeetUp Operational
3	Wednesday, 30 October 2024	<ul style="list-style-type: none"> Being vendor for event Seminar and Workshop Editing and posting recap event Seminar and Workshop on Instagram story Designing backdrop for event Temu CID 2024 	MeetUp Operational
4	Thursday, 31 October 2024	Designing poster Panel Speaker Discussion	MeetUp Operational

5	Wednesday, 1 November 2024	Designing poster for Insight Session	MeetUp Operational
6	Saturday, 2 November 2024	<ul style="list-style-type: none"> • Preparing classroom and event room for seminar • Finishing design poster master list of all panel speaker of Temu CID 2024 	MeetUp Operational

Table 3.12 Daily activities of 4-9 November 2024

No	Day/Date	Activities	Place
1	Monday, 4 November 2024	<ul style="list-style-type: none"> • Serving clients to see the room and prepare room for meeting. • Designing cue card for MC on event Temu CID 2024 • Posting poster Temu CID 2024 on feed Instagram Coworking Indonesia • Posting promo Function Hall on Feed IG MeetUp Coworking 	MeetUp Operational
2	Tuesday, 5 November 2024	<ul style="list-style-type: none"> • Receiving a visit from tax staff who were visiting MeetUp Coworking • Managing, repost stories about CID 2024 Meetup activities, and interact on Coworking Indonesia's Instagram. 	MeetUp Operational

3	Wednesday, 6 November 2024	Editing and posting videos and photos of Temu CID 2024 activities	MeetUp Operational
4	Thursday, 7 November 2024	Preparing classroom for training employee by Indodana	MeetUp Operational
5	Friday, 8 November 2024	Learning and monitoring campaign via Ads Manager	MeetUp Operational
6	Saturday, 9 November 2024	Serving clients and prepare meeting room	MeetUp Operational

Table 3.13 Daily activities of 11-16 October 2024

No	Day/Date	Activities	Place
1	Monday, 11 November 2024	<ul style="list-style-type: none"> • Meeting agenda with advisor • Posting content at MeetUp Interior Instagram 	MeetUp Operational
2	Tuesday, 12 November 2024	<ul style="list-style-type: none"> • Meeting agenda with advisor and supervisor • Editing carousal about virtual office • Creating content plan 	MeetUp Operational
3	Wednesday, 13 November 2024	<ul style="list-style-type: none"> • Learning digital marketing, strategy & planning marketing • Meeting with wedding organizer 	MeetUp Operational
4	Thursday, 14 November 2024	Find out content idea for Instagram post	MeetUp Operational
5	Friday, 15 November 2024	Posting promo Function Hall at MeetUp Coworking Google Business	MeetUp Operational

6	Saturday, 16 November 2024	Learning about FAQs on website	MeetUp Operational
---	-------------------------------	--------------------------------	-----------------------

Table 3.14 Daily activities of 18-23 November 2024

No	Day/Date	Activities	Place
1	Monday, 18 November 2024	Posting daily story at Instagram MeetUp Coworking	MeetUp Operational
2	Tuesday, 19 November 2024	Sick	
3	Wednesday, 20 November 2024	Sick	
4	Thursday, 21 November 2024	<ul style="list-style-type: none"> • Preparing meeting room and making reservation • Taking video content and editing content 	MeetUp Operational
5	Friday, 22 November 2024	<ul style="list-style-type: none"> • Serving clients • Receiving phone calls from clients • Posting content at MeetUp Interior Instagram 	MeetUp Operational
6	Saturday, 23 November 2024	<ul style="list-style-type: none"> • Preparing meeting room • Finding content ideas and take video content for Instagram post 	MeetUp Operational

Table 3.15 Daily activities of 25-30 November 2024

No	Day/Date	Activities	Place
1	Monday, 25 November 2024	<ul style="list-style-type: none"> • Taking & editing content for Instagram reel • Posting content at reel Instagram MeetUp Coworking • Meeting agenda with Wedding Organizer to discuss partnership 	MeetUp Operational
2	Tuesday, 26 November 2024	Designing poster for new member of Coworking Indonesia	MeetUp Operational
3	Wednesday, 27 November 2024	Public holiday	
4	Thursday, 28 November 2024	Editing & posting content about meeting room at MeetUp Coworking Instagram	MeetUp Operational
5	Friday, 29 November 2024	Creating script for article website	MeetUp Operational
6	Saturday, 30 November 2024	<ul style="list-style-type: none"> • Preparing podcast room for shooting • Serving clients 	MeetUp Operational

Table 3.16 Daily Activities of 2-7 November 2024

No	Day/Date	Activities	Place
1	Monday, 2 December 2024	<ul style="list-style-type: none"> • Editing and posting content • Serving clients 	MeetUp Operational
2	Tuesday, 3 December 2024	Assisting the supervisor to attended Exhibition WMM	MeetUp Operational

3	Wednesday, 4 December 2024	<ul style="list-style-type: none"> Assisting the supervisor to attended event Gathering Building Material. Making video content, editing & posting content at MeetUp Interior Instagram 	MeetUp Operational
4	Thursday, 5 December 2024	Creating content plan	MeetUp Operational
5	Friday, 6 December 2024	Creating Frequently Asked Question for content website	MeetUp Operational
6	Saturday, 7 December 2024	Creating script content about Virtual Office	MeetUp Operational

Table 3.17 Daily activities of 9-14 December 2024

No	Day/Date	Activities	Place
1	Monday, 9 December 2024	<ul style="list-style-type: none"> Taking video for content on MeetUp Coworking's Instagram Preparing classroom for Coaching 	MeetUp Operational
2	Tuesday, 10 December 2024	<ul style="list-style-type: none"> Preparing meeting room and classroom. Editing content for Instagram MeetUp Coworking. Serving clients to survey Function Hall for Intimate Wedding. 	MeetUp Operational
3	Wednesday, 11 December 2024	<ul style="list-style-type: none"> Meeting agenda to discuss strategi marketing. 	MeetUp Operational

		<ul style="list-style-type: none"> • Updating catalogue room on Facebook page. • Posting daily story on Instagram. 	
4	Thursday, 12 December 2024	Publishing article FAQs on website	MeetUp Operational
5	Friday, 13 December 2024	<ul style="list-style-type: none"> • Updating operational hour on Google Business. • Editing and posting video on Instagram MeetUp Coworking. • Editing and posting content at Instagram MeetUp Interior 	MeetUp Operational
6	Saturday, 14 December 2024	<ul style="list-style-type: none"> • Editing content about design interior for MeetUp Interior Instagram post. • Scheduling content to automatic posting for 1 month at Instagram MeetUp Interior 	

Table 3.18 Daily activities of 16-19 December 2024

No	Day/Date	Activities	Place
1	Monday, 16 December 2024	Taking video for endorsement	Nail Story
2	Tuesday, 17 December 2024	<ul style="list-style-type: none">• Editing content endorse• Posting and scheduling content for reel Instagram MeetUp Interior	MeetUp Operational
3	Wednesday, 18 December 2024	Updating the price of the rented room & posting it on Facebook catalogue	MeetUp Operational
4	Thursday, 19 December 2024	Presenting of report during the internship	MeetUp Operational

CHAPTER IV

CONCLUSION AND SUGGESTION

4.1 Conclusion

After doing the apprenticeship program in MeetUp Coworking & Office Space, during four month from 19 August-19 December 2024, there are several types of work during the practical work program, namely: creating content plan, taking video & editing video, design flyer or poster, managing social media, managing account google business, creating and publishing article & FAQs, making catalogue room, serving client & making reservation, preparing room for event and being vendor or event organizer.

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

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

4.2 Suggestion

The author gained sufficient experience in four months of doing practical work. As a result, the author has made some suggestions that should be beneficial to MeetUp Coworking & Office Space. Some suggestions that can be considered for the company's future development include: development of an integrated digital reservation system to optimize the room booking process, improvement of regular staff training programs to maintain high service standards, and modernization of supporting facilities such as security systems and internet connectivity. In addition, strengthening digital marketing strategies and implementing customer loyalty programs can also be the focus of development to expand market share and retain existing customers. By implementing these suggestions, MeetUp Coworking &

Office Space is expected to continue to improve the quality of its services and maintain its position as a trusted co-working space provider.

REFERENCES

Official website of Vantage <https://www.vantage-office.com/id>

Official website of MeetUp Coworking Space Pekanbaru

<https://www.meetupcoworking.co.id/>

APENDICES

APPENDIX 1: APPRENTICESHIP ACCEPTANCE LETTER



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

Pekanbaru, 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 Fatihah	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



CO WORKING & OFFICE SPACE

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

SURAT KETERANGAN

Nomor : 301/HRD/Ext /MEETUP/XII/2024

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


Nama	: Nur Fatihah
NIM	: 5504211027
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 APRAISAL MEETUP COWORKING & OFFICE SPACE

Name : Nur Fatihah

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... Nur Fatihah menunjukkan semangat yang tinggi dan selalu berinisiatif menyelesaikan tugas lebih cepat dari yang seharusnya. Fatihah perlu meningkatkan kreatifitas dalam memasarkan produk melalui sosial media.

Pekanbaru, December 19th 2024



Winda Oktavia, S.I.Kom
Advisor



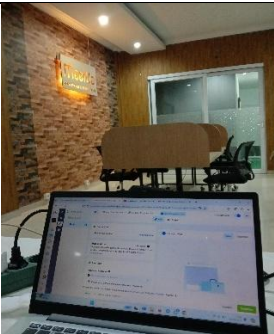


APPENDIX 5: DAILY ACTIVITY APPRENTICESHIP

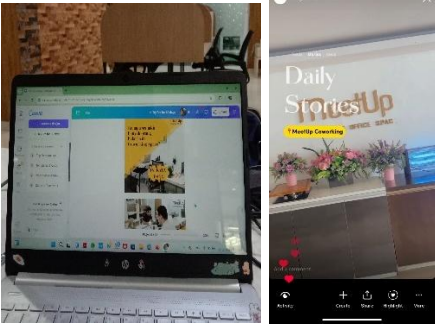

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Saturday

Date : 19 – 24 August 2024

NO	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Monday 19 August 2024	Office tour MeetUp Coworking & Office Space	Winda Oktavia	
2.	Tuesday 20 August 4024	Designing Flayer Promo Function Hall		
3.	Wednesday 21 August 2024	Learning about Meta Ads		
4.	Thursday 22 August 2024	<ul style="list-style-type: none"> • Meeting • Upload story for Instagram MeetUp Coworking 		
5.	Friday 23 August 2024	Editing carousal for Instagram post		
6.	Saturday 24 August 2024	Preparing office room for counseling and meeting		


NO	WORKING	EXPLANATION
1.		<ul style="list-style-type: none"> Room tour of MeetUp Coworking Office, see what rooms are rented at MeetUp Coworking. Discuss what tasks are usually done by internship students.
2.		Designing a poster about the promotion of Function Hall for seminars and workshops along with its facilities.
3.		Learning what Meta Ads is, its uses, how it work, and how to advertise posts on Facebook
4.	 	<ul style="list-style-type: none"> Meeting with Advisor and Supervisor to discuss job desk during Internship. Posting story about room at Instagram MeetUp Coworking.


5.		<ul style="list-style-type: none"> • Editing carousal about “Why is Coworking Space are Preferred as a Comfortable Workplace” at Instagram post. • Posting daily story at Instagram about Coworking Space.
6.		<p>Preparing private office for meeting and counselling.</p>


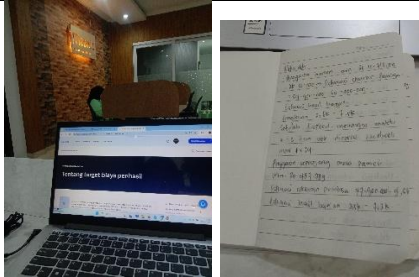


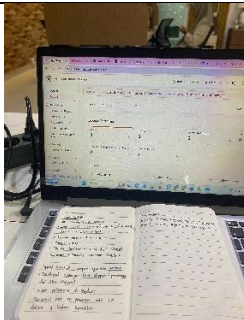
DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday- Saturday

Date : 26 – 31 August 2024

NO	DATE AND TIME	DESCRIPTION OF THE ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1	Monday, 26 August 2024	Editing & posting video for Instagram	Winda Oktavia	
2	Tuesday, 27 August 2024	Shooting video for endorsement		
3	Wednesday, 28 August 2024	Analysing Meta Ads & Facebook Manager		
4	Thursday, 29 August 2024	<ul style="list-style-type: none"> Posting daily story at Instagram Serving client 		
5	Friday, 30 August 2024	Posting flyer on Instagram story.		
6	Saturday, 31 August 2024	Learning Shopee Affiliate.	Shiella Priscilla	


NO	WORKING	EXPLANATION
1		Editing and posting video at Instagram reel for promote VIP Room.





2		Shooting video endorsement by Shiella Priscilla at NEO GYM Pekanbaru.
3		Analyze the comparisons and differences between advertising through the Meta ads feature and Facebook manager, and make a summary of each feature.
4		<ul style="list-style-type: none"> • Posting daily story about coworking space at Instagram MeetUp Coworking. • Serving clients who want to book meeting room.
5		Posting flyer about promo Function Hall for Seminar/Workshop at Instagram story of MeetUp Coworking.
6		Learn how Shopee Affiliate works, create an account and summarize the results of the analysis.



DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : 2 – 7 September 2024

NO	DAY AND TIME	DESCRIPTION OF THE ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Monday, 2 September 2024	Assisting the Supervisor to attended PKKMB of Universitas Awal Bross.	Shiella Priscila	
2.	Tuesday, 3 September 2024	Preparing meeting room.	Winda Oktavia	
3.	Wednesday, 4 September 2024	Editing and posting video for Instagram Story.		
4.	Thursday, 5 September 2024	<ul style="list-style-type: none"> Preparing meeting room. Editing content for Instagram Story. 		
5.	Friday, 5 September 2024	Taking video about atmosphere of Coworking Space.		
6.	Saturday, 7 September 2024	<ul style="list-style-type: none"> Serving clients. Editing content for Instagram story. 		


NO	WORKING	EXPLANATION
1.		Assisting the supervisor to attended PKKMB Awal Bross University & making content video.
2.		Preparing Meeting Room for CG group meeting for 30 people.
3.		Editing and posting video for Instagram story about coworking.
4.		<ul style="list-style-type: none"> • Prepare the room that will be used for the IMA & Diaspora meeting agenda. • Making, editing and posting content for Instagram story of MeetUp Coworking.

5.		<p>Taking videos about the coworking atmosphere at MeetUp, then editing and posting the content on MeetUp Coworking's Instagram stories.</p>
6.		<ul style="list-style-type: none"> • Serve clients who book coworking spaces and dedicated desks, and receive payments for dedicated desk rentals. • Editing content video for Instagram story of MeetUp Coworking.

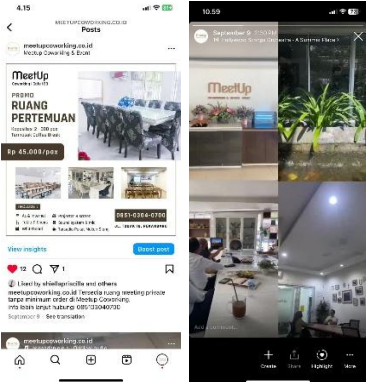

DAILY ACTIVITIES OF THE JOB TRAINING


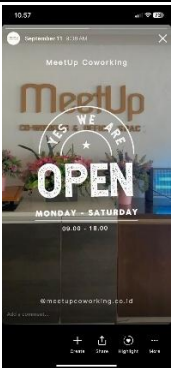




Day : Monday – Saturday

Date : 9 – 14 September 2024

NO	DAY AND TIME	DESCRIPTION OF THE ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Monday, 9 September 2024	<ul style="list-style-type: none"> • Preparing meeting room. • Posting content on Instagram. • Broadcasting message. 	Winda Oktavia	
2.	Tuesday, 10 September 2024	<ul style="list-style-type: none"> • Shooting video meeting room & coworking space. • Preparing private office. • Editing and posting content at Instagram 		
3.	Wednesday, 11 September 2024	<ul style="list-style-type: none"> • Posting daily story on Instagram. • Broadcasting message via WBSPro 		
4.	Thursday, 12 September 2024	Preparing event room for seminar.		

5.	Friday, 13 September 2024	Editing and posting content on Instagram.		
6.	Saturday, 14 September 2024	<ul style="list-style-type: none"> Preparing meeting room. Editing content. 		


NO	WORKING	EXPLANATION
1.		<ul style="list-style-type: none"> Preparing meeting room. Posting video on Instagram story and posting single post on Instagram feed about Function Hall promo. Broadcasting message about Function Hall promo through WBS Pro apps.
2.		<ul style="list-style-type: none"> Shooting video meeting room & coworking space. editing & posting content video about meeting room at MeetUp Coworking's Instagram story. Preparing private room for counselling Pshycolog.

3.	 	<ul style="list-style-type: none"> • Posting daily story on Instagram of MeetUp Coworking. • Broadcasting message about Function Hall Promo via WBSPro.
4.	 	Preparing event room for Seminar by Sometinc.
5.		Editing and posting content at MeetUp Coworking's Instagram story.
6.		<ul style="list-style-type: none"> • Preparing Event Room for training. • Editing video for Instagram content.

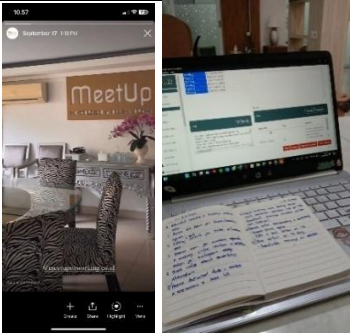


DAILY ACTIVITIES OF THE JOB TRAINING



Day : Monday – Saturday

Date : 16 – 21 September 2024

NO	DATE AND TIME	DESCRIPTION OF THE ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Monday, 16 September 2024	Public holiday		
2.	Tuesday, 17 September 2024	<ul style="list-style-type: none"> • Broadcasting message. • Posting daily story at Instagram. 	Winda Oktavia	
3.	Wednesday, 18 September 2024	<ul style="list-style-type: none"> • Posting daily story at Instagram. • Serving clients. 		
4.	Thursday, 19 September 2024	Editing & posting daily story.		
5.	Friday, 20 September 2024	<ul style="list-style-type: none"> • Broadcasting Message Function Hall Promo. • Posting daily story on Instagram. 		

6.	Saturday, 21 September 2024	<ul style="list-style-type: none"> • Posting daily story on Instagram. • Serving clients. 		
----	-----------------------------	---	--	--


NO	WORKING	EXPLANATION
1.	Public holiday	
2.		<ul style="list-style-type: none"> • Broadcasting message about meeting room & function hall promo via WBSPro. • Posting daily story on Instagram of MeetUp Coworking.
3.		<ul style="list-style-type: none"> • Posting daily story on Instagram. • Serving clients to see the room to rent.
4.		Editing & posting video about Coworking Space at Instagram story of MeetUp Coworking.







5.		<ul style="list-style-type: none"> • Broadcasting message about function hall promo via WBSPro. • Posting daily story at MeetUp Coworking's Instagram story.
6.		<ul style="list-style-type: none"> • Posting daily story at MeetUp Coworking's Instagram story. • Receiving & serving clients for booking rooms.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : 23 – 28 September 2024


NO	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Monday, 23 September 2024	<ul style="list-style-type: none"> Preparing meeting room. Making reservation for meeting room. Editing & posting daily story on Instagram. 	Winda Oktavia	
2.	Tuesday, 24 September 2024	<ul style="list-style-type: none"> Posting content video about meeting agenda at meeting room of MeetUp Coworking. Serving clients and making reservation for meeting room. 		
3.	Wednesday, 25 September 2024	Painting for blackboard office and writing motivational quotes.		
4.	Thursday, 26 September 2024	<ul style="list-style-type: none"> Preparing meeting room. Meeting agenda with Advisor. 		
5.	Friday, 27 September 2024	Serving clients and accompany them to room tour.		
6.	Saturday, 28 September 2024	<ul style="list-style-type: none"> Serving clients. Preparing room. Posting daily story on Instagram. 		

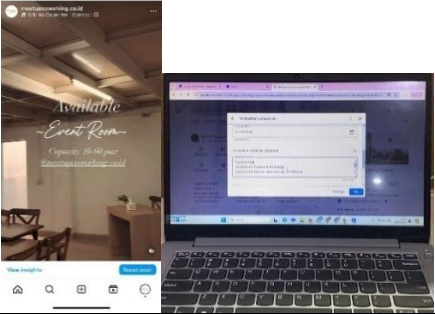




NO	WORKING	EXPLANATION
1.		<ul style="list-style-type: none"> Preparing meeting room and making reservation for meeting room. Editing and posting daily story on Instagram of MeetUp Coworking.
2.		<ul style="list-style-type: none"> Posting content video bout meeting agenda at meeting room of MeetUp Coworking. Serving clients and making reservation for meeting room.
3.		Painting blackboard office and writing motivational quotes.
4.		<ul style="list-style-type: none"> Preparing meeting room for meeting agenda. Meeting agenda with Advisor to discuss and handling Google Business and Website account of MeetUp Coworking Space.
5.		Serving clients and accompany clients to room tour.
6.		<ul style="list-style-type: none"> Serving clients to see rooms for rent. Preparing room for counselling with psychology. Posting daily story about Event Room on Instagram.


DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : 30 September – 5 October 2024

NO	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Monday, 30 September 2024	<ul style="list-style-type: none"> Posting content Event Room promo on Instagram. Posting Function Hall promos on Google Business. 	Winda Oktavia	
2.	Tuesday, 1 October 2024	Preparing goody bag/souvenir for seminar by IDP Counselling Indonesia.		
3.	Wednesday, 2 October 2024	Editing and posting content.		
4.	Thursday, 3 October 2024	<ul style="list-style-type: none"> Preparing meeting room. Making and publishing article. 		
5.	Friday, 4 October 2024	<ul style="list-style-type: none"> Preparing Function Hall. Receiving office phone calls. 		
6.	Saturday, 5 October 2024	<ul style="list-style-type: none"> Being vendor in the Training & Development event of Rs. Sansani. Documenting that Event. 		


NO	WORKING	EXPLANATION
1.		<ul style="list-style-type: none"> • Posting content Event Room promo on MeetUp Coworking's Instagram Feed. • Posting Function Hall promos on Google Business MeetUp Coworking Space account.
2.		Preparing goody bag/souvenir for seminar by IDP (Individual Development Plan) Counselling Indonesia.
3.		Editing and posting content about meeting room promos on Instagram story.
4.		<ul style="list-style-type: none"> • Preparing meeting room. • Making and publishing article at MeetUp Coworking's Website.
5.		<ul style="list-style-type: none"> • Preparing Function Hall for event Training and Development. • Receiving office phone calls from prospective clients inquiring about room at MeetUp Coworking.


6.		<ul style="list-style-type: none"> • Being vendor in the Training & Development event by Rs. Sansani. • Documenting the event, doing live report on Instagram MeetUp Coworking, and editing and posting content from that event.
----	---	--







DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : 7 – 12 October 2024

NO	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Monday, 7 October 2024	Preparing classroom for Training Employee by Indodana	Winda Oktavia	
2.	Tuesday, 8 October 2024	<ul style="list-style-type: none"> Preparing classroom. Broadcasting message. Editing and publishing article. 		
3.	Wednesday, 9 October 2024	Editing and posting video on reel Instagram.		
4.	Thursday, 10 October 2024	<ul style="list-style-type: none"> Preparing classroom for workshop. Broadcasting message. Editing and posting daily story. 		
5.	Friday, 11 October 2024	Broadcasting message.		
6.	Saturday, 12 October 2024	Learning catalogue room on Facebook Page.		


NO	WORKING	EXPLANATION
1.		Preparing classroom for Training Employee by Indodana.

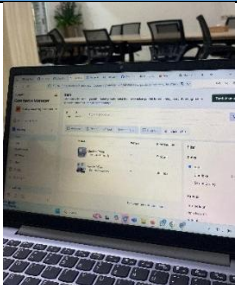
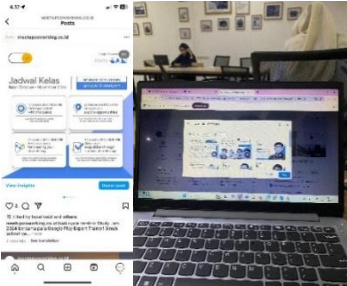

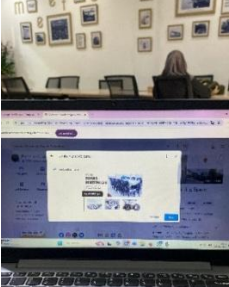


2.		<ul style="list-style-type: none"> • Preparing classroom for Training Employee by Indodana. • Broadcasting message about Function Hall promo. • Editing and publishing article about “Working at Coworking Space” on MeetUp Coworking Space Website.
3.		Editing and posting video about event Training and Development by Rs. Sansani on Instagram reel.
4.	 	<ul style="list-style-type: none"> • Preparing classroom for workshop. • Broadcasting message about Function Hall promo via WBSPro. • Editing and posting daily story about Coaching WMM universitas Riau on Instagram story.
5.		Broadcasting message about Function Hall promo via Whatsapp Group.
6.		Learn about product catalogue and how to create a product catalogue on a Facebook page.

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday - Saturday

Date : 14 – 19 October 2024


NO	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Monday, 14 October 2024	Posting catalogue room on MeetUp Coworking Space Facebook Page.	Winda Oktavia	
2.	Tuesday, 15 October 2024	Posting content on Instagram Feed and Google Business account.		
3.	Wednesday, 16 October 2024	Preparing room for Training Employee.		
4.	Thursday, 17 October 2024	Posting poster promo meeting room.		
5.	Friday, 18 October 2024	Posting catalogue room on MeetUp Coworking Facebook Page.		
6.	Saturday, 19 October 2024	Designing poster Coming Soon Temu Coworking Indonesia 2024.		



NO	WORKING	EXPLANATION
1.		Posting catalogue room on MeetUp Coworking Space Facebook Space.
2.		Posting content about schedule online class Google Play at Instagram feed and Google Business.
3.		Preparing Event Room for Training Employee by Indodana.
4.		Posting poster promo Function Hall on Google Business and Instagram MeetUp Coworking.
5.		Continuing to posting catalogue room on MeetUp Coworking Facebook page.
6.		Designing poster Coming soon event Temu Coworking Indonesia 2024.

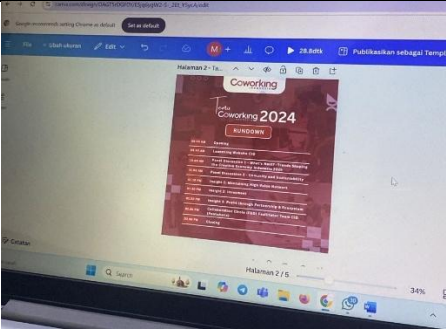
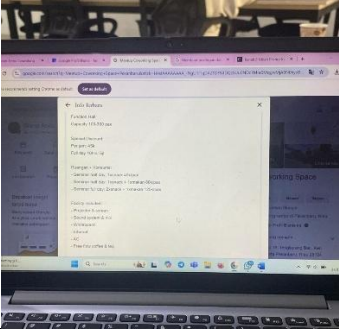

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : 21 – 26 October 2024

NO	DATE AND TIME	DESCRIPTION OF ACTIVITES	TASK ASSIGNOR	SIGNATURE
1.	Monday, 21 October 2024	Designing poster event Temu CID 2024.	Winda Oktavia	
2.	Tuesday, 22 October 2024	<ul style="list-style-type: none"> Designing poster event Temu CID 2024. Making teaser video event Temu CID 2024. 		
3.	Wednesday, 23 October 2024	Designing poster rundown Temu CID 2024.		
4.	Thursday, 24 October 2024	Posting update promo Function Hall.		
5.	Friday, 25 October 2024	Preparing Event Room for Training Employee.		
6.	Saturday, 26 October 2024	Sick		


NO	WORKING	EXPLANATION
1.		Designing poster event Temu Coworking Indonesia 2024
2.		<ul style="list-style-type: none"> Designing poster Panel Speaker on Event Temu CID 2024. Making teaser video Coming Soon of Event Temu CID 2024 and posting it on Instagram Coworking Indonesia.

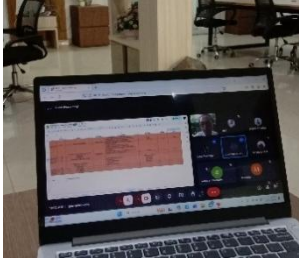

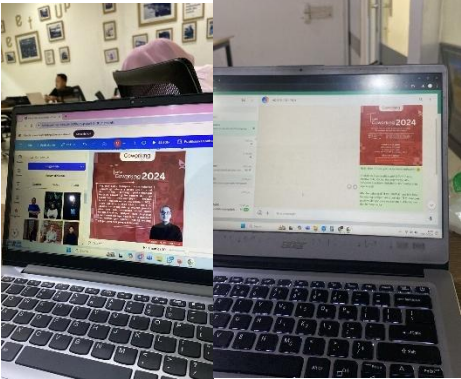
3.		Designing poster rundown Temu CID 2024.
4.		Posting update promo Function Hall on Google Business account of MeetUp Coworking Space.
5.		Preparing Event Room for Training Employee by Indodana.
6.	Sick	





DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : 28 October – 2 November 2024

NO	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Monday, 28 October 2024	<ul style="list-style-type: none"> Meeting agenda with committee of Temu CID 2024 Posting poster Temu CID 2024. 	Winda Oktavia	
2.	Tuesday, 29 October 2024	<ul style="list-style-type: none"> Designing poster press release. Chatting, confirming and share poster Temu CID 2024. Preparing Function Hall and Event Room. 		
3.	Wednesday, 30 October 2024	<ul style="list-style-type: none"> Being vendor and documented video and photos during the event. Editing and posting recap event seminar on Instagram. Designing backdrop. 		
4.	Thursday, 31 October 2024	Designing poster Panel Speaker Discussion.		
5.	Friday, 1 November 2024	Designing poster Insight Session.		
6.	Saturday, 2 November 2024	<ul style="list-style-type: none"> Preparing Classroom and Event Room. Finishing design poster Master List of all panel speaker of Temu CID 2024. 		


NO	WORKING	EXPLANATION
1.	 	<ul style="list-style-type: none"> • Meeting agenda with committee of Temu CID 2024 to discuss about progress of preparation of that event, such as poster, speaker and update of participants. • Posting poster Temu CID 2024 at Instagram Coworking Indonesia.
2.		<ul style="list-style-type: none"> • Designing poster press release for event Temu Cid 2024. • Chatting, confirming and share poster Temu CID 2024 to participants of Temu cid 2023 via WhatsApp Group. • Preparing Function Hall and Event Room for seminar and workshop.

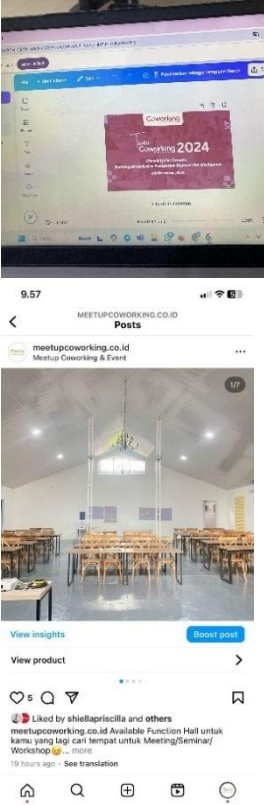
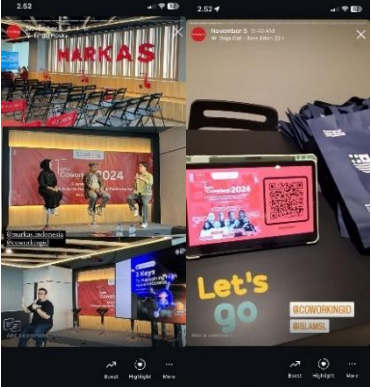
3.		<ul style="list-style-type: none"> • Being vendor for event seminar and workshop, then documented video and photos during the event. • Editing and posting recap event seminar on Instagram story of MeetUp Coworking. • Designing backdrop for event Temu CID 2024.
4.		Designing poster Panel Speaker Discussion for event Temu CID 2024.
5.		Designing poster Insight Session for event Temu Cid 2024.
6.		<ul style="list-style-type: none"> • Preparing Classroom and Event Room for Seminar and Workshop. • Finishing design poster master list of all panel speaker for event Temu CID 2024.

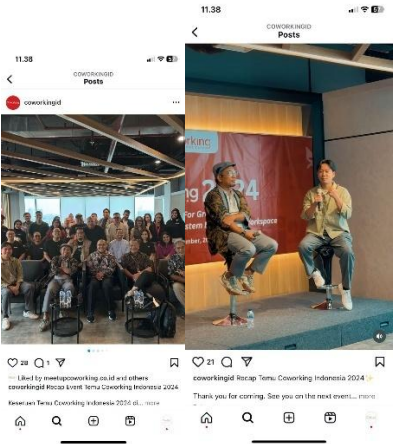



DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : 4 – 9 November 2024

NO	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Monday, 4 November 2024	<ul style="list-style-type: none"> Serving clients to see the room and prepare room for meeting. Designing Cue Card. Posting poster Temu CID 2024 on Instagram. Posting Function Hall Promo on Instagram. 	Winda Oktavia	
2.	Tuesday, 5 November 2024	<ul style="list-style-type: none"> Receiving a visit from Tax Staff. Managing, repost stories and interact on Coworking Indonesia's Instagram. 		
3.	Wednesday, 6 November 2024	Editing and posting content of Temu CID 2024.		
4.	Thursday, 7 November 2024	Preparing Classroom for Training Employee.		
5.	Friday, 8 November 2024	Learning and monitoring campaign via Ads Manager.		
6.	Saturday, 9 November 2024	Serving clients and preparing meeting room.		


NO	WORKING	EXPLANATION
1.	 <p>The screenshot shows a laptop screen with a 'Coworking 2024' poster. Below it is an Instagram post from the account 'meetupcoworking.co.id'. The post features a large, empty hall with rows of tables and chairs, and a chandelier hanging from the ceiling. The caption of the post reads: 'meetupcoworking.co.id Available Function Hall untuk kamu yang lagi cari tempat untuk Meeting/Seminar/Workshop'. The post has 5 likes and was posted 18 hours ago.</p>	<ul style="list-style-type: none"> • Serving clients to see rooms and prepare room for meeting agenda. • Designing Cue Card fo MC on Event Temu CID 2024. • Posting poster Temu CID 2024 on Instagram feed of Coworking Indonesia. • Posting Function Hall promo on MeetUp Coworking's Instagram feed.
2.	 <p>The screenshot shows a video of a stage event. In the foreground, there is a sign that says 'Let's go' and another that says 'HARKAS'. In the background, there is a stage with a red backdrop and a person standing on it. The video is from the account 'meetupcoworking.co.id' and has 2,522 views.</p>	<ul style="list-style-type: none"> • Receiving a visit from Tax Staff who were visiting MeetUp Coworking. • Managing, repost stories about Temu CID 2024 meetup activities, and interact on Coworking Indonesia's Instagram.

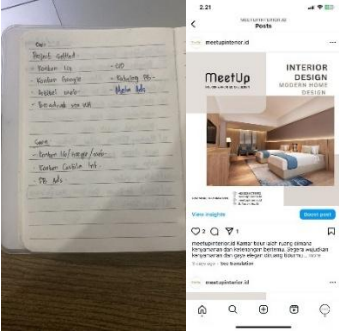
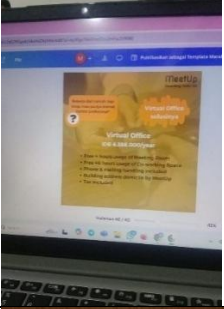
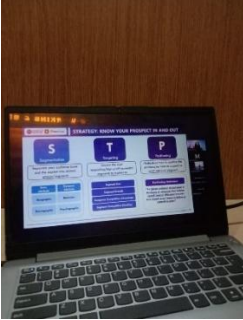


3.		Editing and posting videos and photos of event Temu CID 2024 activities on Coworking Indonesia's Instagram feed and reel.
4.		Preparing Classroom for Training Employee by Indodana.
5.		Learning and monitoring campaign via Ads Manager.
6.		Serving clients and prepare meeting room for meeting agenda.


DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : 11 – 16 November 2024

NO	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Monday, 11 November 2024	<ul style="list-style-type: none"> Meeting agenda with advisor. Posting content at MeetUp Interior's Instagram. 	Winda Oktavia	
2.	Tuesday, 12 November 2024	<ul style="list-style-type: none"> Meeting agenda with advisor and supervisor. Editing carousal about virtual office. Creating content plan. 		
3.	Wednesday, 13 November 2024	<ul style="list-style-type: none"> Learning digital marketing, strategy and planning marketing. Meeting agenda with Wedding Organizer. 		
4.	Thursday, 14 November 2024	Find out content idea for Instagram feed.		
5.	Friday, 15 November 2024.	Posting Function Hall promo at MeetUp Coworking's Google Business.		
6.	Saturday, 16 November 2024	Learning about FAQs on website.		


NO	WORKING	EXPLANATION
1.		<ul style="list-style-type: none"> Meeting agenda with advisor to discuss about the project had been settled, work progress, and plans and goals to be carried out in the future. Posting content about design interior bad room at MeetUp Interior's Instagram.
2.		<ul style="list-style-type: none"> Meeting agenda with Advisor and Supervisor to discuss Function Hall promo and collaborate with Event Organizer and Wedding Organizer. Editing carousal about Virtual Office.
3.		<ul style="list-style-type: none"> Watching and learning digital marketing, strategy & planning marketing via Zoom recording. Meeting agenda with Wedding Organizer to discuss collaboration to use and promo Function Hall for intimate wedding.
4.		Find out content idea for Instagram post of MeetUp Coworking's Instagram account.
5.		Posting promo Function Hall at MeetUp Coworking's Google Business.

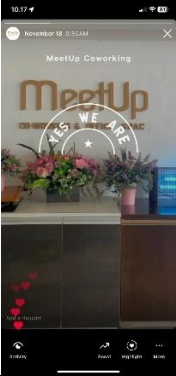

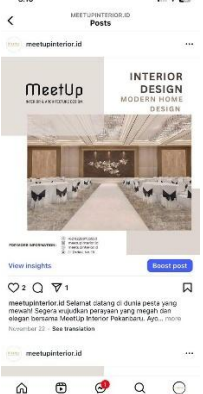

6.			Learning about FAQs on website
----	---	--	--------------------------------

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : 18 – 23 November 2024


NO	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Monday, 18 November 2024	Posting daily story at Instagram.		
2.	Tuesday, 19 November 2024	Sick.		
3.	Wednesday, 20 November 2024	Sick.		
4.	Thursday, 21 November 2024	<ul style="list-style-type: none"> Preparing meeting room and making reservation. Taking and editing video. 	Winda Oktavia	
5.	Friday, 22 November 2024	<ul style="list-style-type: none"> Serving clients. Receiving phone calls from client. Posting content on Instagram. 		
6.	Saturday, 23 November 2024	<ul style="list-style-type: none"> Preparing meeting room. Finding content ideas and taking video. 		


NO	WORKING	EXPLANATION
1.		Posting daily story at MeetUp Coworking's Instagram.
2.	Sick	
3.	Sick	
4.		<ul style="list-style-type: none"> Preparing meeting room and making reservation. Taking and editing content video for Instagram story of MeetUp Coworking.
5.		<ul style="list-style-type: none"> Serving clients to see meeting room and event room for rent. Receiving phone call from client to know about virtual office. Posting content design ballroom at Instagram of MeetUp Interior.
6.		<ul style="list-style-type: none"> Preparing meeting room. Finding content ideas and taking video content for Instagram post.

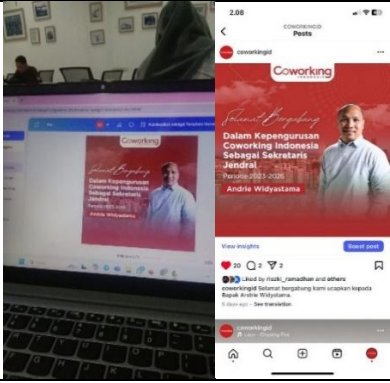
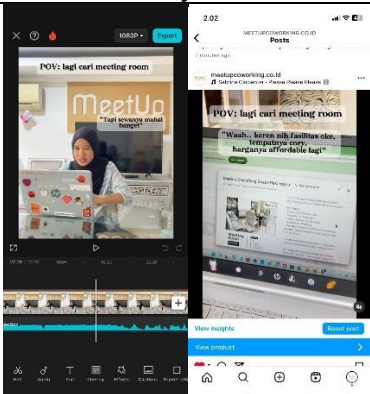
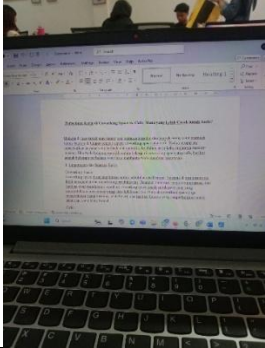

DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : 25 – 30 November 2024

NO	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Monday, 25 November 2024	<ul style="list-style-type: none"> Taking and editing content. Posting content at Instagram MeetUp Coworking. Meeting agenda with wedding Organizer. 	Winda Oktavia	
2.	Tuesday, 26 November 2024	Designing poster for new member of Coworking Indonesia.		
3.	Wednesday, 27 November 2024	Public holiday.		
4.	Thursday, 28 November 2024	Editing and posting content.		
5.	Friday, 29 November 2024	Creating script for article website.		
6.	Saturday, 30 November 2024	<ul style="list-style-type: none"> Preparing podcast room. Serving clients. 		


NO	WORKING	EXPLANATION
1.		<ul style="list-style-type: none"> Taking and editing content for Instagram reel. Posting content at MeetUp Coworking's Instagram reel. Meeting agenda with Wedding Organizer to discuss partnership and survey venue of Function Hall.


2.		Designing poster for new member of Coworking Indonesia, and posting poster at Instagram Coworking Indonesia.
3.	Public Holiday	
4.		Editing and posting content about meeting room at MeetUp Coworking Instagram reel.
5.		Creating script for article Website about the differences working at coworking space vs café.
6.		<ul style="list-style-type: none"> • Preparing and setting up podcast room that will be rented out for shooting. • Serving clients who will rented meeting room.





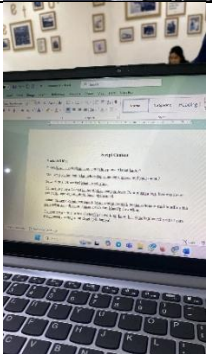
DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : 2 – 7 December 2024

NO	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Monday, 2 December 2024	<ul style="list-style-type: none"> Editing and posting content. Serving clients. 	Winda Oktavia	
2.	Tuesday, 3 December 2024	Assisting the supervisor to attended Exhibition WMM.		
3.	Wednesday, 4 December 2024	<ul style="list-style-type: none"> Assisting the supervisor to attended event Gathering Building Material. Making video content. 		
4.	Thursday, 5 December 2024	Creating content plan.		
5.	Friday, 6 December 2024	Creating FAQs.		
6.	Saturday, 7 December 2024	Creating script content.		


NO	WORKING	EXPLANATION
1.		<ul style="list-style-type: none"> Editing and posting content about Event Space at MeetUp Coworking's Instagram reel. Serving clients to used coworking space to coaching session.

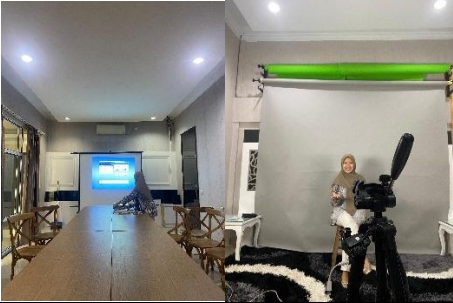



2.			Assisting the supervisor to attended Exhibition WMM Universitas Riau. Taking videos and photos to making content.
3.			<ul style="list-style-type: none"> Assisting the supervisor to attended event Gathering Building Material by Anugrah Manggala Jaya. Making content video, editing and posting content at Instagram of MeetUp Interior.
4.			Creating content plan for Instagram MeetUp Coworking.
5.			Creating Frequently Asked Question for content website of MeetUp Coworking.
6.			Creating script content about virtual office.

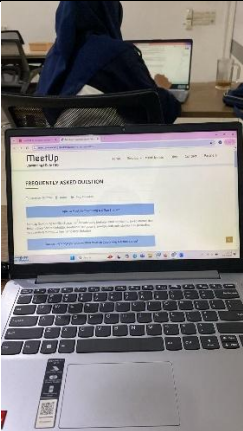
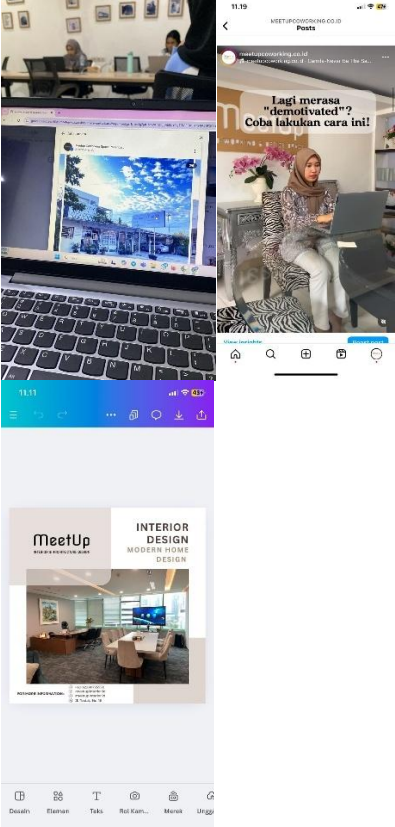
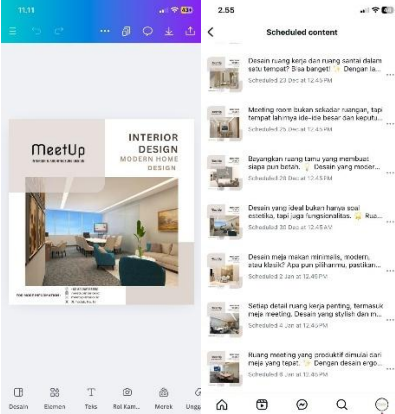
DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : 9 – 14 December 2024

NO	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Monday, 9 December 2024	<ul style="list-style-type: none"> • Taking content video. • Preparing classroom. 	Winda Oktavia	
2.	Tuesday, 10 December 2024	<ul style="list-style-type: none"> • Preparing meeting room and classroom. • Editing content. • Serving clients. 		
3.	Wednesday, 11 December 2024	<ul style="list-style-type: none"> • Meeting agenda to discuss strategy marketing. • Updating catalogue room. • Posting daily story. 		
4.	Thursday, 12 December 2024	Publishing FAQs.		
5.	Friday, 13 December 2024	<ul style="list-style-type: none"> • Updating operational hours on Google Business. • Editing and posting video. • Editing and posting content at Instagram MeetUp Interior. 		
6.	Saturday, 14 December 2024	<ul style="list-style-type: none"> • Editing content design interior. • Scheduling content. 		


NO	WORKING	EXPLANATION
1.		<ul style="list-style-type: none"> • Taking video for content on MeetUp Coworking's Instagram. • Preparing classroom for coaching.
2.	 	<ul style="list-style-type: none"> • Preparing meeting room and classroom for coaching agenda with participant of <i>Wirausaha Mahasiswa Merdeka Universitas Riau</i>. • Editing content for Instagram MeetUp Coworking. • Serving clients to survey function hall for intimate wedding.
3.		<ul style="list-style-type: none"> • Meeting agenda with Advisor and supervisor to discuss about strategy marketing. • Updating catalogue room on Facebook Page. • Poating daily story on Instagram MeetUp Coworking.


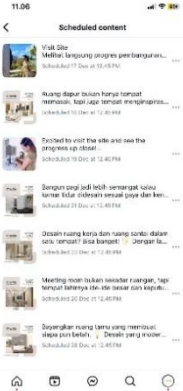
4.		Publishing article FAQs on Website MeetUp Coworking.
5.		<ul style="list-style-type: none"> • Updating operational hours of MeetUp Coworking on Google Business. • Editing and posting video on Instagram MeetUp Coworking. • Editing and posting content about design interior on Instagram MeetUp Interior.
6.		<ul style="list-style-type: none"> • Editing content design interior for MeetUp Interior's Instagram Post. • Scheduling content to automatic posting for 1 month at MeetUp Interior's Instagram.



DAILY ACTIVITIES OF THE JOB TRAINING

Day : Monday – Saturday

Date : 16 – 19 December 2024

NO	DATE AND TIME	DESCRIPTION OF ACTIVITIES	TASK ASSIGNOR	SIGNATURE
1.	Monday, 16 December 2024	Taking video for endorsement.	Winda Oktavia	
2.	Tuesday, 17 December 2024	<ul style="list-style-type: none"> Editing content endorsement. Posting and scheduling content. 		
3.	Wednesday, 18 December 2024	Updating price of rented room and posting it.		
4.	Thursday, 19 December 2024	Presentation of report during the Internship.		

NO	WORKING	EXPLANATION
1.	 <p>SSS</p>	Taking video for endorsement eyelash extantion at Nail Story by Shiella Priscilla.
2.		<ul style="list-style-type: none"> Editing content endorse eyelash extantions. Posting and scheduling content for Instagram reel MeetUp Interior.

3.			Updating the price of the rented room and posting it on Facebook page.
4.			Presentation of repost during the internship.

APENDIX 6: DAILY ACTIVITY LOGBOOK

</

30	Selasa, 3 Desember 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Attended Exhibition WMM	
31	Senin, 2 Desember 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Upload Artikel & Menulis Artikel	
32	Senin, 2 Desember 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Edit & Upload Content	
33	Sabtu, 30 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Podcast Room	
34	Sabtu, 30 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Membuat Konten Instagram & Persiapan Podcast Room	
35	Jumat, 29 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menulis Artikel di Website	
36	Jumat, 29 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Create Script for Article Website	
37	Kamis, 28 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menulis Artikel di Website	
38	Kamis, 28 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Edit & Upload Content	
39	Rabu, 27 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	National Holiday : FILKADA	
40	Rabu, 27 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Libur FILKADA	

41	Selasa, 26 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menulis Artikel di Website	
42	Selasa, 26 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	DesignPoster	
43	Senin, 25 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menulis Artikel di Website	
44	Senin, 25 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Create Content	
45	Sabtu, 23 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Room & Create Content	
46	Sabtu, 23 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Membuat Konten Instagram	
47	Jumat, 22 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menulis Artikel di Website	
48	Jumat, 22 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Serve Client & Upload Content	
49	Kamis, 21 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Belajar Digital Marketing: Google Advertising	
50	Kamis, 21 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Meeting Room & Create Content	
51	Rabu, 20 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Belajar Digital Marketing: SEO & SEM	


































52	Rabu, 20 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Sick	
53	Selasa, 19 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menulis Artikel di Website	
54	Selasa, 19 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Sick	
55	Senin, 18 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Post Content	
56	Senin, 18 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Belajar Digital Marketing	
57	Sabtu, 16 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menulis Artikel & Rekap Data Tamu Ruang Kantor MeetUp	
58	Sabtu, 16 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Learn what is FAQ	
59	Jumat, 15 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Upload Promo Function Hall	
60	Jumat, 15 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Artikel Website MeetUp & Rekap Data Tamu MeetUp	
61	Kamis, 14 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Find out Content Idea	
62	Kamis, 14 November 2024	19901223202421036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Menulis Artikel di Website	

Rincian Kegiatan						Error	
polbeng.siadcloud.com/siakad/set_kegiatankn/1136							
63	Rabu, 13 November 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Rekapan Data Tamu Ruang 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 Ruang			
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 Ruang Kantor MeetUp			

Rincian Kegiatan





polbeng.siadcloud.com/siakad/set_kegiatankn/1136

☆ ⓘ Error

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 Ruang 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 Ruang 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	  

29°C

Sebagian cerah




































11:30

21/03/2025



Rincian Kegiatan


polbeng.siadcloud.com/siakad/set_kegiatankn/1136




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	  

29°C

Sabajaan cerah

 Search







































































11:31
21/05/2025


































Rincian Kegiatan						
polbeng.sikadcloud.com/sikad/set_kegiatankn/1136						
95	Jumat, 25 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Event Room		
96	Jumat, 25 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Cuti		
97	Kamis, 24 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Posting Update Promo Function Hall		
98	Kamis, 24 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Artikel Website		
99	Rabu, 23 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Design Poster Rundown		
100	Rabu, 23 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Twibbon HEKRAFNAS		
101	Selasa, 22 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Design Poster & Teaser		
102	Selasa, 22 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Membuat video teaser Coming Soon		
103	Senin, 21 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Edit Poster Temu		
104	Senin, 21 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Rekapan Data Tamu Ruangan Kantor MeetUp		
105	Sabtu, 19 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Rekapan Data Tamu Ruangan Kantor MeetUp		

Rincian Kegiatan						
polbeng.sikadcloud.com/sikad/set_kegiatankn/1136						
106	Jumat, 18 Oktober 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Persiapan Training with Indodana		
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		

Rincian Kegiatan						
polbeng.sikadcloud.com/sikad/set_kegiatankn/1136						
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	  
						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	  
						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 HDI 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	  
						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	  

Rincian Kegiatan					
polbeng.siadcloud.com/siakad/set_kegiatankn/1136					
161	Selasa, 17 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Broadcast Message for Promotion	
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	

Rincian Kegiatan					
polbeng.siadcloud.com/siakad/set_kegiatankn/1136					
172	Rabu, 11 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Post Content & Broadcast	
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 & Rekapam 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	Rekapam Data Tamu Ruangan Kantor MeetUp	
179	Jumat, 6 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	Rekapam 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	Rekapam Data Tamu Ruangan Kantor MeetUp	
182	Kamis, 5 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Prepare Meeting Room & Create Content	

Rincian Kegiatan					
polbeng.siadcloud.com/siakad/set_kegiatankn/1136					
183	Rabu, 4 September 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Edit & Post Content	
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	  
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 carousel & Posting Story	  
204	Jumat, 23 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211029 - Zalina	WBS (Whatsapp Broadcasting)	  

203	Jumat, 23 Agustus 2024	199012232024212036 - ARITA DESTIANINGSIH, M.Pd	5504211027 - Nur Fatihah	Editing carousel & 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	  
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 Floyer	  
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	  

APPENDIX 7: REVISION LIST






APPRENTICESHIP REPORT

Name: Nur Fatihah

NIM: 5504211027

Advisor: Arita Destianingsih, M.Pd

Place of Apprenticeship: MeetUp Coworking & Office Space Pekanbaru Riau

NO.	DAY/DATE	REVISION	SIGNATURE
1.	Thursday, 9 th January 2025	Cover, approval sheet and acknowledgment	
2.	Thursday, 14 th January 2025	Revise Table of Contents, 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	Revise paragraph and vocabulary	

Bengkalis, February 2nd, 2025
Advisor



ARITA DESTIANINGSIH, M.Pd
NIP. 199012232024212036