

**FutureTech Academy Students' Council  
2026 Annual Activity Planning Meeting**

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**Date:** 14<sup>th</sup> January 2026

**Time:** 12:00 PM – 1:00 PM

**Venue:** OMBAK

**Time:** 12:00 p.m. – 12:55 p.m.

**Presents:** Won Wan Qi Chloe (President), Theviiniesh A/L Shiva Kumar (SOE Vice President), Chuah Yi Jia (Secretary), Jeffrey Quah Jun Hooi (Vice Secretary), Lim Ying Yu (Treasurer), Loh Wei Sheng (Deputy Head of Facility & Event), Fitry Adams Bin Nasir (Facility and Event), Quah Yi Qian (Head of Media), Fong Zhan Boon (Media), Nicholas Yeoh Zi Feng (Media), Dr. Koh (SOE Advisor), Dr. Tan (SOE Advisor)

**Absent with Apologies:** Prabu A/L Manukavasagam (AE Vice President), Tang Jin Qian (Vice Treasurer), Chuan Jing Xuan (Head of Facility and Event)

1.0 Annual Activity Planning Overview			All Committees
No.	Activity Details	Planning Date	
1	Chinese New Year Celebration	11 February 2026	
2	Hari Raya Celebration	End of March 2026 (After AE semester break)	
3	Teacher's Day Celebration	14 May 2026	
4	Election for Students' Council 2026/27 Committees	July 2026 (After July intake students join)	
5	Blood Donation	28 July 2026	
6	Annual General Meeting (AGM)	August 2026	
7	Malaysia Day Celebration	September 2026	
8	Talent Night	October 2026	
9	Deepavali Celebration	November 2026	
10	Factory Visitation	To be planned	

**Note:** The proposed activity dates may be revised depending on circumstances.



## 2.0 Sports Activities

Before finalising and proposing the sports activities for 2026, a **survey will be conducted** to gauge student interest and determine participation fees. The proposed sports activities are as follows:

No.	Activity	Details	Participation Fee	Notes / Requirements
1	Karate	Physical training sessions	RM20	1. Participants to register in advance
2	Ping Pong	Recreational table tennis (Ping Pong)	RM10	1. Participants to register in advance 2. Venue: Chill Zone
3	Badminton	Recreational play	RM10	1. Students bring own equipment 2. Court rental required (2 hours). 3. Committee to confirm court price 4. Prior booking 2 weeks in advance
4	Pickleball	Recreational play	RM10	1. Estimated RM500 for equipment (portable net, ball, rackets) 2. Venue: PSDC basketball court
5	E-Sports Competition	Mobile Legends: Bang Bang	To be confirmed (Probably would be held on May 2026)	1. May do collaborations with the members who take MPU subjects

### Notes:

1. All participation fees and activity arrangements are subject to survey results.
2. Students must book 2 weeks in advance for badminton.
3. Equipment purchases and venue arrangements are the responsibility of the students' council.
4. The survey will determine student interest and feasibility before the activities are officially proposed.

All Committees

Media Teams,  
Facilities Team

### 3.0 Students' Council Activities (For Council Members Only)

The following activities are proposed by the Students' Council for 2026. Dates and venues are subject to confirmation.

No.	Activity	Date & Time	Venue	Notes / Remarks
1	Celebration Banquet (Qinggong Yan)	Saturday, 28 February/7 March 2026, 7:00 PM	Members' House	Tentative; final venue to be confirmed
2	Climb Penang Hills	Saturday, 11 April 2026, 8:30 AM	Penang Hills	Tentative; participants to register in advance; may collaborate with After5 Club
3	Charity Activity	To be confirmed	To be confirmed	Date and venue to be finalised

### 4.0 Chill Zone Operations and Management

The following measures and procedures are proposed to ensure **orderly, safe, and fair operation** of the Chill Zone.

#### 4.1 Registration of Students

Item	Details
Registration Form	Collect Name, Batch, Student ID, Time In, Time Out (draft version). Students without Student ID are not allowed to enter. [Please refer to the <b>Draft 4.1</b> in below]
Purpose	To monitor usage and ensure security within the Chill Zone.

#### 4.2 Notices and Signage

Item	Details
Poster / Notice	A3 laminated poster displayed in the Chill Zone.
Key Information	CCTV monitored area; no smoking; vandalism or trespassing will be subject to disciplinary action.

All Committees

All Committees



4.3 Duty Roster for Committee

Item	Details
Duty Roster	Committee members will be assigned shifts according to a duty roster to ensure equal workload. [Please refer to the <b>Draft 4.2</b> in below.]
Key Access	Committee members will collect the key from Mr. Zaidi / Facility Management. The Chill Zone may only be opened when Students' Council members are on duty.
Absences & Substitutions	<ul style="list-style-type: none"> <li>- Members unable to attend their assigned duty may swap with another committee member, subject to availability.</li> <li>- Members may pay another committee member to cover their duty.</li> <li>- Absence without prior arrangement or valid reason will result in paying double the amount they would have paid another member to cover their duty.</li> </ul>

Recording Secretary

President

Advisor

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Chuah Yi Jia

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Won Wanqi Chloe

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Dr. Koh Chong Lin





## Chill Zone Duty Roster (Weekly)

Week: \_\_\_\_\_

Time Slot	Monday (d/m/y)	Tuesday (d/m/y)	Wednesday (d/m/y)	Thursday (d/m/y)	Friday (d/m/y)
08:00-09:00					
09:00-10:00					
10:00-11:00					
11:00-12:00					
12:00-13:00					
13:00-14:00					
14:00-15:00					
15:00-16:00					
16:00-17:00					
17:00-18:00					

**DRAFT 4.2**

**Notes: Any changes to this duty roster will be updated.**