

Appendix 4.2

**INTEGRATED DECISION SUPPORT SYSTEM FOR NON-COMMUNICABLE OCULAR
DISEASES USING MACHINE INTELLIGENCE
[CLOSED PROJECT MEETING]
Report Form**

I. Organizer:

Name:	Wan Mimi Diyana Wan Zaki
Position:	Assoc Prof
Institution:	Universiti Kebangsaan Malaysia

II. Program:

Date: 16 – 17 November 2025

Venue: Dorsett Hotel, Putrajaya & INTEGRA Lab, UKM

Program Agenda:

Date/Time	Activity	Remarks
16 November 2025 (Sunday)		
8:30 – 9:00 AM	Registration & Welcome Coffee	Secretariat
9:00 – 9:15 AM	Opening Remarks & Introduction	Project Leader / Chairperson
9:15 – 10:30 AM	Presentation of Project Progress and Achievements	Project Team Representatives
10:30 – 10:45 AM	Tea Break	—
10:45 – 12:30 PM	Evaluation of Project Outputs and Impact	Panel Discussion / Review Committee
12:30 – 2:00 PM	Lunch Break	—
2:00 – 3:30 PM	Sharing Session: Key Findings, Best Practices, and Lessons Learned	All Team Members
3:30 – 4:30 PM	Invited Talk: Reflections and Open Discussion (<i>Prof. Dr Aini's Session</i>)	Invited speaker
4:30 – 5:00 PM	Summary of Day 1 & Closing Remarks	Project Leader

17 November 2025 (Monday)		
9:00 – 9:30 AM	Arrival and Welcome at Integra Lab	Lab Coordinator
9:30 – 10:30 AM	Lab Tour and Demonstration of Facilities	Integra Lab Team
10:30 – 11:00 AM	Coffee Break	—
11:00 – 12:30 PM	Collaborative Discussion: Future Research and Networking Opportunities	Project Leader & Members
12:30 – 1:00 PM	Closing Session and Group Photo	All Participants
1:00 PM onwards	Adjourn / Lunch	—

III. Participants:

No.	Name	Organization
1	Wan Mimi Diyana Wan Zaki	UKM, Malaysia
2	Marizuana Mat Daud	UKM, Malaysia
3	Dona Valy	ITC, Cambodia
4	Acep Purqon	ITB, Indonesia
5	Haliza Abdul Mutalib	UKM, Malaysia
6	Mohamad Hanif Md Saad	UKM, Malaysia
7	Wan Haslina Wan Abdul Halim	UKM, Malaysia
8	Laily Azyan Ramlan	UKM, Malaysia
9	Rosilah Hassan	UKM, Malaysia
10	Aini Hussain	UKM, Malaysia
11	Afida Ayob	UKM, Malaysia

IV. Summary of the activities corresponding to the objectives.

Event objectives:

In general, the closed project meeting has been arranged to assess the project’s progress and outcomes, facilitate knowledge-sharing among team members, and enhance participants’ learning through invited talks and expert sharing sessions. Below are the objectives of the event:

- A. To review and evaluate the overall progress, outputs, and impact of the project grant.
- B. To share findings, best practices, and lessons learned among project members and collaborators.
- C. To enrich participants’ knowledge and experience through invited talks or sharing sessions by guest speakers.

Description of the activities corresponding to the objectives:

Objective A: To review and discuss the overall progress, outputs, and impact of the project grant.

Corresponding Activities:

1. Presentation of Project Progress and Achievements

9:15 – 10:30 AM (16 Nov)

- The Project Leader discusses the project's progress and the deliverables achieved to date.

2. Discussion of Project Outputs and Impact

10:45 – 12:30 PM (16 Nov)

- The project team discusses and shares the effectiveness, impact, and alignment with grant objectives.

3. Summary of Day 1 & Closing Remarks

4:30 – 5:00 PM (16 Nov)

- Project leader summarizes the key review points and identifies areas for improvement.
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Objective B: To share findings, best practices, and lessons learned among project members and collaborators.

Corresponding Activities:

1. Sharing Session: Key Findings, Best Practices, and Lessons Learned

2:00 – 3:30 PM (16 Nov)

- All team members exchange experiences, challenges, and effective strategies.

2. Invited Talk: Reflections and Open Discussion (Prof. Dr. Aini's Session)

3:30 – 4:30 PM (16 Nov)

- Provides insights and encourages discussion on lessons that can benefit the project.

3. Collaborative Discussion: Future Research and Networking Opportunities

11:00 AM – 12:30 PM (17 Nov)

- Members discuss future directions, collaboration ideas, and opportunities based on shared learning.
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Objective C: To enrich participants' knowledge and experience through invited talks or sharing sessions by guest speakers.

Corresponding Activities:

1. Invited Talk: Reflections and Open Discussion

3:30 – 4:30 PM (16 Nov)

- Expert speaker provides perspectives that broaden participants' understanding.

2. Lab Tour and Demonstration of Facilities

9:30 – 10:30 AM (17 Nov)

- Participants observe real-world applications, systems, and technologies, enhancing practical knowledge.

3. Collaborative Discussion & Networking Session

11:00 AM – 12:30 PM (17 Nov)

- Exposure to new research ideas and cross-team expertise.

V. Others.

Date: 16 November 2025

Venue: Dorsett Hotel, Putrajaya





Date: 17 November 2025
Venue: INTEGRA Lab, UKM





