**WEEKLY REPORT**

Week No. 1 (June 4 – June 8, 2018)

Name: Lopez, Kimberly T.

Badge No. x0282824

Company: Texas Instruments, Philippines

Area: Site IT

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| **Date** | **Time** | **Task/Activities** |
| June 4  (Monday) | 8:00 – 9:30 am  (1 hour and 30 mins)  9:45 – 12:00 pm  (2 hours and 15 mins)  1:00 – 3:00 pm  (2 hours)  3:15 – 5:30 pm  (2 hours and 15 mins)  Total: 8 hours | * First Day of Internship Training at Texas Instruments * Intern Orientation Day 1 * Safety Reminders, Ground Rules, and Filling out of Government Forms * Company Introduction * TIPI Manufacturing Overview * A/T Window Tour * 5S (Sort, Set, Shine, Standardize, Sustain) * Electronic Discharge Certification Training * 100K Training * IT Acceptable Use Training |
| June 5  (Tuesday) | 8:00 – 9:30 am  (1 hour and 30 mins)  9:45 – 12:00 pm  (2 hours and 15 mins)  1:00 – 3:00 pm  (2 hours)  3:15 – 5:30 pm  (2 hours and 15 mins)  Total: 8 hours | * Intern Orientation Day 2 * Enviromental, Safety, and Health Training * Automative Quality Level 1 Training * TI Business Ethics * Security Policies and Procedures (Dos and Don’ts) * Basic Awareness of Export/Import Compliiance * Health Center Orientation |
| June 6  (Wednesday) | 8:00 – 9:30 am  (1 hour and 30 mins)  9:45 – 12:00 pm  (2 hours and 15 mins)  1:00 – 3:00 pm  (2 hours)  3:15 – 5:30 pm  (2 hours and 15 mins)  Total: 8 hours | * Intern Orientation Day 3 * TI Internship Program Overview * Intern Policies and Procedures * I was introduced to the SITE IT team, including my Buddy and my Manager. * My Buddy helped me in the following areas: * Configuration of my TI account to grant me access to different TI resources. * Retrieval of my company laptop. * Installation of programs and tools to my laptop needed for my training and projects using the website “esd.itg.ti.com”. * Brief overview about STARS (Service Tracking and Resolution System). * Overview of SITE IT’s function and importance in TI. * Overview and introduction about my project which is “Support Tool at Test for RTD”. * Discussion about the expectations needed during my internship program. |
| June 7  (Thursday) | 8:00 – 9:30 am  (1 hour and 30 mins)  9:45 – 12:00 pm  (2 hours and 15 mins)  1:00 – 3:00 pm  (2 hours)  3:15 – 5:30 pm  (2 hours and 15 mins)  Total: 8 hours | * Intern badge picture taking. * Bootcamp training day 1: * Introduction about the function and importance of IT ACE to support and develop the company. * Discussion about the internship program of IT ACE. Included here are the explanation of all the expected performance, attitude, and core values to be a successful intern. * Discussion about the Ticketing system (STARS and CHERWELL) of TI. The speaker explained how the system works and how to use it. * Fundamental UNIX training. All the basic commands and the importance of the language to TI are explained by the speaker. * My buddy explained how RTD works and its importance to the company. |
| June 8  (Friday) | 8:00 – 9:30 am  (1 hour and 30 mins)  9:45 – 12:00 pm  (2 hours and 15 mins)  1:00 – 3:00 pm  (2 hours)  3:15 – 5:30 pm  (2 hours and 15 mins)  Total: 8 hours | * Bootcamp training day 2: * Discussion about Spring Framework and all the technologies needed to create a fully working web application (XML, MyBatis, Tomcat web server, maven, Jquery, java, and Java Server Pages) * Installation and configuration of Netbeans IDE in order to run a maven project. * Discussion about the structure and directories of Spring Framework. * Hands-on activity using Spring Framework. |
|  | Number of work-hours rendered for this week | 40 hours |
| TOTAL number of work-hours rendered at the beginning of the week | | 0 hours |
| TOTAL number of work-hours rendered at the end of the week | | 40 hours |
| TOTAL number of absences | | 0 |

Suggestions/Opportunities for Improvements:

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| * I’d like to understand more clearly the role of each employee in SITE IT and how they interact with the other team members. This will give me further understanding about how the team works together to provide support in TI Baguio. This will also help me understand the team I will be working with during my internship program. * I am very excited for the line tour because this will help me visualize my project. Even though the project was explained to me, seeing it in person will give me an idea about the processes and the system that I will be working with for my project. |

Noted by:

Angeles, Elsa R.

*Manager*

Bacudo, Rosalyn Ashley

*Buddy*