**WEEKLY REPORT**

Week No. 2 (June 11 – June 14, 2018)

Name: Lopez, Kimberly T.

Badge No. x0282824

Company: Texas Instruments, Philippines

Area: Site IT

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| **Date** | **Time** | **Task/Activities** |
| June 11  (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 | * Bootcamp training day 3   + Discussion of PL/SQL concepts   + PL/SQL demonstration * One on one discussion with my buddy:   + UNIX commands and concepts.   + The workflow of SITE IT.   + Run Time Dispatch (RTD) discussion |
| June 13  (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 | * Studied scripting and started to familiarize myself with C shell by surfing resources from the web. * Completed the cyber security online training provided by TI. * Bootcamp training day 4 * Bourne shell training * Discussion of Perl concepts * Perl hands-on |
| June 14  (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 | * Tech Connect and Batch Scripting training. * One on one discussion with my buddy:   + The organization chart of SITE IT and the roles and tasks of each employee in the department.   + The support and project workflow of SITE IT.   + Detailed discussion about the task of SITE IT and its impact to the production of the company.   + Discussion about the target users of my project.   + Soft skill presentation discussion and initial preparation. * IT ACE 5S training and examination. * I read documentations and presentation materials provided from TI’s website to further understand some concepts about RTD which will help me in my project. * My buddy gave me the copy of the xml file that I will be using for my project. I transferred the file in my home directory using the NppFTP function of Notepad++. * A brief discussion with Sir James about my experiences so far on my internship with TI and the current progress of my project. He also gave me tips and advice for my incoming soft skill presentation and how I can maximize my experience and learning during my internship. |
|  | Number of work-hours rendered for this week | 24 hours |
| TOTAL number of work-hours rendered at the beginning of the week | | 40 hours |
| TOTAL number of work-hours rendered at the end of the week | | 64 hours |
| TOTAL number of absences | | 0 |

Suggestions/Opportunities for Improvements:

* I haven’t been able to formally talk to my manager, mainly because I haven’t had the chance to approach her myself. Next week, I will try to approach her to talk about plans and expectations needed for my internship.
* Feedbacks will really help me correct my ways and improve my technical and interpersonal skills. Therefore, I am asking for feedbacks, whether good or bad, so that I can continually grow and improve myself.

Expectations:

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| * I will be formally starting my project next week so it is my goal to show progress in my work, communication skills, and coping ability. * Line tour which will help me visualize the production process in TI. * Planning and creation of my soft skill presentation files. * Soft skill presentation practice. |

Noted by:

Angeles, Elsa R.

*Manager*

Bacudo, Rosalyn Ashley

*Buddy*