

## ICT80004 Weekly Communication

To be submitted to Canvas together with a screenshot of the email sending this to your supervisor.

Student Name: \_\_\_\_\_ ID: \_\_\_\_\_

Organisation: \_\_\_\_\_

Industry Supervisor: \_\_\_\_\_

Date Prepared: \_\_\_\_\_ Internship Week #: \_\_\_\_\_

Day	Date	Task(s) Ongoing and/or Completed
1		
2		
3		
4		

Total hours completed for the week: \_\_\_\_\_

Plans for next week (include notes on extra days, absences and make up days if applicable)