# Weekly Internship Log

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| Week | Task | Department Interaction | Outcome |
| Week 1 | Stock checking | Stores | Verified raw materials |
| Week 2 | PO updates | Purchase | PO status updated |
| Week 3 | Vendor call follow-up | Purchase | Confirmed dispatch date |
| Week 4 | Audit support | Stores & Quality | Prepared for stock audit |