**Student Progress Report**

The purpose of this form is to maintain a brief memo of student’s progress and supervisor reviews. The supervisor who monitors the student's performance during this period should fill out the form and mail this form to the UCSY supervisor or place it in a sealed enveloped and give it to the student to bring it back to the UCSY.

Company/Organization Name: BizLeap Technology

Student Name Hnin Ei Hlaing

**Student’s daily activities Record**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Date** | **Assigned Tasks/ Description of work** | **Completion status** | **Remarks** |
| **1** | **4.6.2018** | **Office Holiday** |  |  |
| **2** | **5.6.2018** | **1.Code review**  **2.Attending meeting** | **Done** |  |
| **3** | **6.6.2018** | **1.Code review**  **2.Attending meeting**  **3.Prepare HR software presentation**  **4.HR Test script** | **Done** |  |
| **4** | **7.6.2018** | **1.Code review**  **2.Attending meeting**  **3.HR Test script** | **Done** |  |
| **5** | **8.6.2018** | **1.Code review**  **2.HR Test script** | **Done** |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Supervisor’s Comment

Please comment on the intern’s work during this period



Supervisor Name : 

Signature : 

Date :

Title and contact : 