**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 : Ye Min Ko

**Student’s daily activities Record**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Date** | **Assigned Tasks/ Description of work** | **Completion status** | **Remarks** |
| **1** | **25.6.2018** | **I tested “Shwe Pu Zun” Sale and Distribution Software.**  **I updated the presentation scripts for Bizleap Sale and Distribution Software.**  **I tested “Moe San” Sale and Distribution Software.**  **I listened the English lessons.**  **I did the data preparation for presentation of “Moe San” Sale and Distribution Software. (Purchase Form)** | **Yes** |  |
| **2** | **26.6.2018** | **I did the data preparation for presentation of “Moe San” sale and distribution software. (Sale Form)**  **I listened the English lessons.** | **Yes** |  |
| **3** | **27.6.2018** | **I did data summary of Purchase and Sale.**  **I prepared data for presentation to add.**  **I listened the English lessons.**  **I updated the presentation scripts for Bizleap Sale and Distribution Software.** | **Yes** |  |
| **4** | **28.6.2018** |  |  |  |
| **5** | **29.6.2018** |  |  |  |
| **6** | **30.6.2018** |  |  |  |
|  |  |  |  |  |

**Supervisor’s Comment**

Please comment on the intern’s work during this period

Supervisor Name :

Signature :

Date :

Title and contact :