**PROJECT PROGRESS**

**LOGBOOK**

|  |
| --- |
| Name: ....................................................................................................................  Student No. ....................................................................................................................  Company: ....................................................................................................................  Start Date: .................................................................................................................... |

TABLE OF CONTENTS

Table of Contents

[Introduction 3](#_Toc165201739)

[**Rules and Regulations** 4](#_Toc165201740)

[**Week 1 Diary** 5](#_Toc165201741)

[**Week 2 Diary** 5](#_Toc165201742)

[**Week 3 Diary** 6](#_Toc165201743)

[**Week 4 Diary** 6](#_Toc165201744)

[**Week 5 Diary** 7](#_Toc165201745)

[**Week 6 Diary** 7](#_Toc165201746)

[**Week 7 Diary** 8](#_Toc165201747)

[**Week 8 Diary** 8](#_Toc165201748)

[**Week 9 Diary** 9](#_Toc165201749)

[**Week 10 Diary** 9](#_Toc165201750)

# **Introduction**

Thank you for using this Logbook. It records the progress of the project and role for individual.

***Message: CAPE APP DEVELOPER***

This logbook will help to record your experiences and skills acquired at this organization. It is required to be filled in completely for progress reflection purpose in app development.

Push this Logbook to [**https://github.com/CAPE-APP-DEVELOPMENT/ShopRite-Mobile-App.git**](https://github.com/CAPE-APP-DEVELOPMENT/ShopRite-Mobile-App.git%20)every Friday of the second week.

This assists the management track and provide accurate report to the supervisor of the progress of your work.

A minimum unbroken 10 weeks, with a total 240 hours, is required to complete this internship.

***Message: Secretary***

Please help the App developers to complete the appropriate pages of this logbook to enable them to reflect their experiences and to have a record for me if everyone submitted on time and filled all necessary pages.

Sections, such as the Evaluation and Reference, require your input. Your signature on a weekly basis is also required.

# **Rules and Regulations**

# **Week 1 Diary**

Keep a record of the main tasks worked on each day. Week Starting Monday: 25/03/2024

|  |  |
| --- | --- |
| Monday | Tuesday |
|  |  |
| Wednesday | Thursday |
|  |  |
| Friday |  |
|  | Hours worked for this week: |
| **Comments** by Scrum master: |
| **Signature** by Supervisor or Manager: |

# **Week 2 Diary**

Keep a record of the main tasks worked on each day. Week Starting Monday: 01/04/2024

|  |  |
| --- | --- |
| Monday | Tuesday |
|  |  |
| Wednesday | Thursday |
|  |  |
| Friday |  |
|  | Hours worked for this week: |
| **Comments** by Scrum master: |
| **Signature** by Supervisor or Manager: |

# **Week 3 Diary**

Keep a record of the main tasks worked on each day. Week Starting Monday: 08/04/2024

|  |  |
| --- | --- |
| Monday | Tuesday |
|  |  |
| Wednesday | Thursday |
|  |  |
| Friday |  |
|  | Hours worked for this week: |
| **Comments** by Scrum master: |
| **Signature** by Supervisor or Manager: |

# **Week 4 Diary**

Keep a record of the main tasks worked on each day. Week Starting Monday: 15/04/2024

|  |  |
| --- | --- |
| Monday | Tuesday |
|  |  |
| Wednesday | Thursday |
|  |  |
| Friday |  |
|  | Hours worked for this week: |
| **Comments** by Scrum master: |
| **Signature** by Supervisor or Manager: |

# **Week 5 Diary**

Keep a record of the main tasks worked on each day. Week Starting Monday: 22/04/2024

|  |  |
| --- | --- |
| Monday | Tuesday |
|  |  |
| Wednesday | Thursday |
|  |  |
| Friday |  |
|  | Hours worked for this week: |
| **Comments** by Scrum master: |
| **Signature** by Supervisor or Manager: |

# **Week 6 Diary**

Keep a record of the main tasks worked on each day. Week Starting Monday: 29/04/2024

|  |  |
| --- | --- |
| Monday | Tuesday |
| * I have checked Ms Raqa O on the progress on designing domain class modelling diagram. She told me she is swamped with other academic work and promise to finish drawing it. | * I have reminded my database developer (*Mlahlwa A*) of her role and as she told me of lot of pressure she is facing from her elective, I have advised her to give our organization responsibility 1 hour of her spare time. She promised to start studying about the database management system (DBMS) we recommended she use on the first project document. I even pinned the linkedin course I have suggested she use on her WhatsApp message. * I have prepared the presentation slide for the group meeting I have planned to be on campus during class on 02 May 2024 * I have sent my outline to the secretary (Ms Raqa O) to check if there are not details I left behind for the meeting. |
| Wednesday | Thursday |
| * I have prepared the invite for all members of the group to attend the meeting I have rescheduled 02 May 2024. I also included the agenda in the invitation (The Invitation is attached on the Annexture E figure 1). * I have reminded team members to check their emails which containing the invite of tomorrow’s meeting. |  |
| Friday |  |
|  | Hours worked for this week: |
| **Comments** by Scrum master: |
| **Signature** by Supervisor or Manager: |

# **Week 7 Diary**

Keep a record of the main tasks worked on each day. Week Starting Monday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Monday | Tuesday |
|  |  |
| Wednesday | Thursday |
|  |  |
| Friday |  |
|  | Hours worked for this week: |
| **Comments** by Scrum master: |
| **Signature** by Supervisor or Manager: |

# **Week 8 Diary**

Keep a record of the main tasks worked on each day. Week Starting Monday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Monday | Tuesday |
|  |  |
| Wednesday | Thursday |
|  |  |
| Friday |  |
|  | Hours worked for this week: |
| **Comments** by Scrum master: |
| **Signature** by Supervisor or Manager: |

# **Week 9 Diary**

Keep a record of the main tasks worked on each day. Week Starting Monday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Monday | Tuesday |
|  |  |
| Wednesday | Thursday |
|  |  |
| Friday |  |
|  | Hours worked for this week: |
| **Comments** by Scrum master: |
| **Signature** by Supervisor or Manager: |

# **Week 10 Diary**

Keep a record of the main tasks worked on each day. Week Starting Monday: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Monday | Tuesday |
|  |  |
| Wednesday | Thursday |
|  |  |
| Friday |  |
|  | Hours worked for this week: |
| **Comments** by Scrum master: |
| **Signature** by Supervisor or Manager: |