

1. Executive Summary

i This week I we had a staff meeting. I contacted GR and Kovco aircondition companies to send me quotations. I called Mahlogonolo about Bursary payment. I Contacted Gail about Lwazi's certificate. I did some paper work on the Desk with Lulamisa and I started doing Filling. I assisted Ayabulela and Yonela on filling in forms. I assisted Mama on wrapping corners in the house. I applied on PNET. I added my second finger in the clocking machine. I rescheduled Siviwe's appointment with Dr Penny. I called PE interns to prepare for assessments. I called Mpumie and sent her an email about Internship Report. We had an appointment with Lugelwa the Moderator and I started assisting on Re-assessments for End User Computing. I requested for Leave updates.

2. List all current tasks for current week. Tasks should stay on this section until completed.

| Milestones | | | |
|------------------------------------|---|--|---|
| Tasks | Progress | | Comments |
| | Complete (%) <i>Type Percentage below</i> | Status <i>(Highlight with relevant color)</i> <div> <div></div> On track <div></div> Date at risk or changed <div></div> Impacts end date </div> | |
| Leave updates | 50% | | Mariska said she will send them latest will be Monday. |
| Air Condition quotes | 50% | | They keep on promising to send quotes. |
| Follow up on Media Bursary Payment | 90% | | Promised to pay us next week Thursday. |
| Internship report - contract 17308 | 70% | | Waiting for payment from MICT SETA. |
| Lwazi's certificate from ELMI | 85% | | Gail said I should give her 1to 2 weeks, she's marking. |
| End User Computing | 50% | | Lungelwa said we must do re-assessments for all the wrong answers, now we are working on that. |
| Filling | 80% | | I did all the tags for files but I couldn't sort them well because we don't have space, other files are full. |

3. Overall conclusion.

i This week I was not that busy I worked very well except the re-do work that we have to finish within a short time period and re-submit them to the Assessor.