



New Era University
College of Informatics and Computing Studies
Department of Information System



WEEKLY ACCOMPLISHMENT REPORT

On the Job Training

Trainee:	PIA MHAR R. MAHINAY	Department Assigned:	QUALITY ASSURANCE / WEB DEVELOPMENT
Company:	HIGHLY SUCCEED INC.	Month Covered:	November 11th – 14th, 2024

Date	Time IN	Time OUT	Number of Hours	TASK COMPLETED	REMARKS
Nov. 11, 2024	08:15 AM	06:00 PM	8 Hrs.	<ul style="list-style-type: none">AttendanceDSU for Web DevSupported Other DepartmentRewatched the React-related Front End Learning Resources for Web DevelopersMonitored Jira Board for ENGAGE App Sprint 2Familiarized Figma of ENGAGE App Sprint 2Continuation of Engage App Sprint 2 TaskDownloaded and tested GV Live App latest version v.1.2.0 (11)Monitored Jira Boards for GV LiveMonitored Unleash Monitoring SheetReferred 6 users in the Unleash App	manages tasks clearly and effectively, ensuring transparency and smooth workflows for the team
Nov. 12, 2024	08:17 AM	06:00 PM	8 Hrs.	<ul style="list-style-type: none">AttendanceDSU for Web DevReferred 3 users in the Unleash AppSupported Other DepartmentRewatched the React-related Front End Learning Resources for Web DevelopersMonitored Jira Board for ENGAGE App Sprint 2Familiarized Figma of ENGAGE App Sprint 290% Progress in Engage App Sprint 2 TaskUploaded Engage App Sprint 2 File in GitHubMonitored Jira Boards for GV LiveMonitored Unleash Monitoring Sheet	takes pride in her work, ensuring every task is completed with care and precision
				<ul style="list-style-type: none">Attended Tuesday HuddleDownloaded and tested GV Live App latest version v.1.2.0 (12)	



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Nov. 13, 2024	08:08 AM	06:00 PM	8 Hrs.	<ul style="list-style-type: none">• Attendance• DSU for Web Dev• Supported Other Department• Continuation of Learning materials for Web Dev• Tested and reported concerns in GV Live App latest version v 1.2.0 (12)• Monitored Jira Boards for GV Live• Monitored Unleash Monitoring Sheet• Referred 1 user in the Unleash App• Attended Fundamentals of Graphic Design Webinar• Answered quiz about Fundamentals of Graphic Design	is always well-prepared when starting a task, having gathered all the necessary information and tools in advance
Nov. 14, 2024	08:14 AM	06:00 PM	8 Hrs.	<ul style="list-style-type: none">• Attendance• DSU for Web Dev• Supported Other Department• Continuation of Learning materials for Web Dev• Tested and reported concerns in GV Live App latest version v 1.2.0 (13)• Monitored Jira Boards for GV Live• Attended Thursday Huddle	is highly responsive when new tasks are assigned, quickly shifting focus and making room in her schedule
Total Number of Hours			32 Hrs.		

Prepared by:


PIA MHAR R. MAHINAY
Trainee

Noted by:


MS. JOYMIE FUENTES
Supervisor

Date Submitted:

Nov. 14, 2024

Received by:

DR. MARC LAURETA
OJT Adviser