WEEKLY TIME SHEET

Name & Surname: **Nicholus Mahlangu**

Host: **National Library of South Africa**

Name and Surname of supervisor: _____Keletso Mmulutsi____

Week Number: 12

From: **18/11/2024**

To: **22/11/2024**

This time sheet will help you track how you spent your time at in the workplace. Please complete a time sheet for every week of work that you complete at your workplace site.

PLEASE HAVE YOUR SUPERVISOR SIGN OFF ON THE FORM.

Day	Date	Time started	Time finished	Brief Description of Tasks (e.g., attended management meeting)
Monday	18/11/2024	08:00	16:00	• **I was merging the different project tasks on git-hub from my branch to the current changes on the main branch and also creating pull requests so that my colleague Mr Maphota can easily pull the project's latest changes and start working from there.** • **I was also dealing with issues or conflicts that arise between incoming changes and current changes and ensuring that all project collaborators can equally push and pull from all the branches of the project, especially from the main**

				branch. I also added a few screenshots in the README file so we can easily view the progress of the project even before we can even start running the project itself.
Tuesday	19/11/2024	08:00	16:00	• I was designing the admin dashboard while Maphota was designing the cataloguer dashboard. I was also comparing the design I chose with other existing dashboards for other NLSA systems, checking the performance and efficiency. • I got a call from Peter Letsoalo that he needs assistance as he wanted to copy information from his laptop on a USB drive so that he can be able to share it with another colleague in another department.
Wednesday	20/11/2024	08:00	16:00	• We received communication that there is an event taking place at the Auditorium around 10:00am and we are requested to come and assist with the sound system and also ensure that they can broadcast the presentation content on the

				projector as well as on the Edu-board.
				• I was looking for a more professional method of displaying information coming from the database on the admin dashboard and also add the code needed for the other analytical functionalities like calculating the total number of e-books captured on the application. This includes the number of books that need verification and those that are confirmed.
				• Maphota and I got a call from the Human Resource office that the printer has a page which was torn inside the page tray which resulted into the printer not being able to print anything, we went there and removed the page that was torn and the printer was working as required.
Thursday	21/11/2024	08:00	16:00	• I managed to connect the Admin dashboard with the database so that I can retrieve the book information sheet records from the database and also perform Analytical

				functions like displaying the total number of electronic books received via the E-pubs system, book records that still need to be verified by the cataloguers, and the total number of electronic books which have been fully verified by the cataloguers.
				• I also created a short table on the dashboard that will briefly display a few columns of the current e-books that we received on the admin dashboard and managed to include a hyperlink which will help the admin to navigate to the table view which entails all the electronic books captured in the database.
				• I added another page which has all the book details retrieved from the database and also has an edit button which only the admin has access to making alterations to the e-book in instances where the publisher made a slight mistake and wishes to rectify it. The admin will be able to update book records, but not for

				all fields as some fields are bound not to be changed such the Book title, ISBN, Book ID (used as a primary key in the database) as they influence the uniqueness and reliability of a database or electronic book. • Maphota, Eugene, Mr David, and I had a very brief meeting around 15:00 wherein we were discussing a way forward in terms of how we can have Eugene assist us with regards to the quality assurance of the E-pubs system, especially from the front-end perspective.
Friday	22/11/2024	08:00	16:00	• Mr Maphota and I agreed that we need to collaborate and deal with all the different user journey from start to finish so that we can fully be aware of all the tasks that we managed to complete. • We had a Risk management training with Mr Fatuse and all the other ICT colleagues including Mr Andrea from Cape town.

Total number of hours worked for the reporting period: **40**

Signed by Intern: *N.Mahlangu*

Signed by manager/supervisor: _____