

WEEKLY TIME SHEET

Name & Surname:

Nicholus Mahlangu

Host:

National Library of South Africa

Name and Surname of supervisor: _____

Week Number:

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From:

30/09/2024

To:

04/10/2024

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	30/09/2024	08:00	16:00	<ul style="list-style-type: none"> We had an early morning brainstorming meeting with the IT manager and our fellow colleagues in the department of ICT, wherein everyone was strategizing as to what the will be doing for the week. As we agreed with my colleague Simon the previous week, that will we focus more on drafting a documentation for the PMF system, as we really need to have a proper blueprint we will use as a mind-map along the System Development Life Cycle. We added the new summarized set of input values as requested

				<p>by the Didi for the Microsoft form that we developed for the electronic publications, and automated the recent form with share-point, power-automate, and excel. The publishers would get a link to the form, and fill it up and upload an e-book alongside the information sheet, the form information will be saved in an excel file as well a link to the file.</p> <ul style="list-style-type: none"> • We also had a meeting with Mr David, Mr Keletso, Mr Simon, and Mrs Didi with regards to the progress that we have made in comparison to how the changes the e-pubs team requested. We went to Didi's desk as soon we realized that we had a lot of questions which did not have precise answers. • Didi clarified the requirements for us, and we were fully clear about the final touches that were to be made, and fully added the last changes and then we were finally done with the Microsoft form for the E-pubs team, and were ready for implantation and also training
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				<p>the E-pubs team in terms of how the new system will work.</p> <ul style="list-style-type: none"> We went back to Didi's desk and showed her how the information will move from one entity to the other and also how Didi will also be able to print out the responses of the forms, for reporting purposes. She will be able to download the electronic books using the link of the file(s) that will be stored in Excel.
Tuesday	01/10/2024	08:00	16:00	<ul style="list-style-type: none"> To be added
Wednesday	02/09/2024	08:00	16:00	<ul style="list-style-type: none"> We were moving on with PMF system as we got the source code from the previous interns, that includes doing research regarding the tech-stack used by the previous interns for the PMF system.
Thursday	26/09/2024	08:00	16:00	<ul style="list-style-type: none"> We got a call in the morning with regards to reports which needed to be pulled from the Access control security room, as one of our colleagues from the grab departments was supposed to forward reports for specific months.

				<ul style="list-style-type: none">
Friday	27/09/2024	08:00	16:00	<ul style="list-style-type: none"> We got an email from Didi around 22:42 PM, and I sent a response around 07:40 am acknowledging the changes Mrs Didi Jansen van Vuuren wishes us to add on the form.

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

Signed by Intern:

Signed by manager/supervisor: _____