WEEKLY TIME SHEET

Name & Surname: _Maphota Shiburi_____ Host: ___National Library_____

Name and Surname of supervisor:

_____Keletso Mmulutsi

Week Number: 2 _____   From:
11_____/_11_____/2024____   To:
_15____/__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	11/11/2024	08:00	16:00	I and Nicholus were requested by Mr David and Edward to go and assist at the conference room where there were international fellows discussing, emergency and how to develop further the library's, we the one who prepared the session and made sure that every device function exactly as expected.
Tuesday	12/11/2024	08:00	16:00	I started working on the profiling of cataloguers where we designed a standard logout page also started working on the cataloguer dashboard so we can have enhanced system with functionalities of each user, also had to consider developing notification panel, incase cataloguers have cataloguing to do

Wednesday	13/11/2024	08:00	16:00	We had ICT reporting meeting where Mr David advised all of us to assist each other where we can, as he also mentioned the upcoming project, he assigned our seniors to lead the projects, after that we reported on how far we are with the project, after the meeting, I continued working on my project.

Thursday	14/10/2024	08:00	16:00	We received a call from public where they needed assistance with the computer's which were not functioning, we went there and managed to figure out some issues, Mr Edward advised we leave them and we will come the following day since public do not function on Fridays, he mentioned we need to restart or defragment all the PC's in the public, I then went on with my project where I managed to complete the profile page and logout, I am currently managing the notification page.

Friday	15/11/2024	08:00	16:00	We went to public as Mr Edward requested where we focused on erasing all the information in the public computer's since they seem to be slow apparently, it is not easy as some PC have lost the AD which force us to manually erase everything since they do not approve, administrator password, We had a talk on how can we better the situation next time, since we have more than 50+ PC which needed attention and we have to go through then one by one, we managed to fix almost 20% of the computer's.

Total number of hours worked for the reporting period: _40_____

Signed by Intern: __ _____

Signed by manager/supervisor: _____