**Placement Dairy**

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| **Week 1** | **Activity** |
| Monday | - |
| Tuesday | * On the first day, I was formally introduced to the “Prestige Designz” team and vice versa. * I was then given a health and safety induction by the branch manager and told what to do in case of an emergency. * I had discussion with the supervisor, and we went over the role I will have within the team/company. * The role discussed was that I would be a junior web developer and assistant graphics designer who will work individually and as a part of a team. * I was assigned to 2 different teams, web development team and graphics designs team which consisted of 3 people, including myself. * The team leader told me to shadow the people in my team and understand how everyone works as a part of the team, as well as try to get to know them better which will help with the team communication resulting in efficiency. |
| Wednesday |  |
| Thursday |  |
| Friday |  |

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| **Skill tracker – week 1** | |
| **skill** | **example** |
| Communication |  |
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