**Placement Dairy**

**Week 1**

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| **Weekday** | **Activity** |
| Monday | - |
| Tuesday | * On the first day, I was formally introduced to the “Prestige Designz” team and vice versa. * Prestige Designz is a company which specializes in Web design, Graphic Design, Video Animations, Photography, Signage and Printing. They have 2 types of clients, the main clients are new business starting up who may require websites being made, business cards or logo design for their company/business etc. The other clients are existing clients who require their websites maintained and updated, need their Menus updated etc. * 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 (front end) and assistant graphics designer who will work individually and as a part of a team. * I was assigned to 2 different small teams, web development team and graphics designs. * The web development team consisted of 4 people whereas the graphics designs team consisted of 3 people, including myself. * My superior told me to relax as it’s my first day and try getting used to the people/environment. |
| Wednesday | * I was told to shadow the people in my team and understand how everyone works as a part of the team and get an idea of what type of work I will be doing. * The supervisor told me the first week he wants me to try get to know my teammates better which will help with the team communication resulting in efficiency. * He explained how the company operates and how they receive jobs from clients and how they are then given to the right team. * The company works by dealing with the clients directly and discuss what services they need; then negotiate the price. Then the boss will give the job to the right team to handle who will work together and get it done before the deadline date so there is time to get customer feedback so if they require any changes to be made, it can be done. * Today I spent the day shadowing the boss dealing with customers and was told in the future I might need to be part of the meetings with clients as a representative of my team. * Apart from the boss, the team chose 1 person to represent them in the meeting with the customers; they also deal with customers on a smaller scale (if there are too many to deal with or if it’s a small job). * It was a very interesting experience how the boss handled the client, he first tried to get to know the client and ease him into the main topic. He was also very persuasive which helped with the negotiations. |
| Thursday | * Today I was told to shadow someone from the “graphic design” team. * I had no previous knowledge of using the software they used (Adobe Illustrator) for graphic design, thus I was very nervous and anxious. * The person I was shadowing (Jeovorne) will also be part of the graphics team I was assigned to. * Jeovorne told me the first step before you begin anything is planning. And the most important part of the planning is market research. * He was currently working on a job where he needed to create a logo for a company which will be used on their website, business cards etc and will represent their brand. * He first researched the company, and then other companies who are in the same industry. When I asked the reason for this, he said it’s so you can learn about the company which will help you come up with a rough idea about the colour theme you might want to use. And by looking other companies’ logo design, it helps you come up with a few different designs of your own. * One thing he told me to remember was to never copy the logo designs of other companies you’ve seen online, because even if you change things slightly, it can get the company in trouble. * After the planning, he moved onto making the logo using Adobe Illustrator. The process of making the logos looked very complicated which made even more anxious and unsure whether I’ll be able to do this too. |
| Friday | * I was told that on Friday, everyone finishes earlier due to religious reasons (most of the employees are Muslims who leave early to join Friday prayer). * Today I was shadowing an employee from the Web Development team, who was in fact the head developer and graphics designer of the company (in-charge of both team). Everything goes to him, which he then approves if he thinks it meets the client demands or sends it back if he thinks something is lacking. * He mainly works on Web development project, and today he was working on a website for a local restaurant. * Just like Jeovorne, Ali (the person I’m shadowing) told me the first step he takes is market research when I asked how to make a start on any projects I’m given. * And depending on what type of website he is working on (ecommerce, basic website etc.) he chooses a template and a theme which he made previously (which speeds up the process as you don’t have to do the basic programming again). * He said that the company don’t hardcode ecommerce websites as the payment gateway and the ecommerce in general is really complicated to program for a small team, so they usually use web builders like WordPress or WooCommerce as it already has everything you need build in and saves them time. * To finish off, we had a meeting where the Brisco (Boss) asked the team leader on the progress of all the projects and if there’s any problems we are facing with anything. He also went over what everyone is doing well and what needs to be improved. |

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| **Skill tracker – week 1** | |
| **skill** | **example** |
| Communication | I learned how important it is to communicate within a team. If you don’t communicate with other members of your team, it can lead to problems later, sometimes on a smaller scale and sometimes on a larger scale. So, its important everyone in the team is aware of what part of the project they are responsible for, and the parts other people are responsible for. |
| Negotiation | Today I learned how to effectively negotiate with a client. By observing Brisco (Boss), I picked on few techniques which he also later explained. To effectively negotiate with the client, you should spend first 1-2mins of the meeting trying to get to know them better. Once you have them figured out, it makes it easier to understand how to effectively approach the negotiation. You should always have some leeway for the client when negotiating and not be too forceful or blunt as it can break the negotiation down. |
| Planning | I learned that no matter what project, whether its graphics or development, planning is one of the most important phases. And the part of planning which plays a big role is market research, because if you have done your research it makes it easier for you to work on the project and easier to meet the client requirements, as you have all the necessary information. |

**Week 2**

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| **Weekday** | **Activity** |
| Monday | * We had a meeting today first thing in the morning and went over the targets and objectives for this week. Brisco then assigned projects to different people or teams depending on the size of the project. * I was assigned my first project which was an individual project. I was told to work on a website for Brisco’s charity and all the voluntary work he has done over the years. |
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| **Skill tracker – week 2** | |
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**Week 3**

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| **Skill tracker – week 3** | |
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**Week 4**

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| **Skill tracker – week 4** | |
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**Week 5**

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| **Skill tracker – week 5** | |
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**Week 6**

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| **Skill tracker – week 6** | |
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**Week 7**

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| **Skill tracker – week 7** | |
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**Week 8**

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| **Skill tracker – week 8** | |
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**Week 9**

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| **Skill tracker – week 9** | |
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**Week 10**

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| **Skill tracker – week 10** | |
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**Week 11**

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| **Skill tracker – week 11** | |
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**Week 12**

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| **Skill tracker – week 12** | |
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**Week 13**

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| **Skill tracker – week 13** | |
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**Week 14**

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| **Skill tracker – week 14** | |
| **skill** | **example** |
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**Week 15**

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| **Skill tracker – week 15** | |
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**Week 16**

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| **Skill tracker – week 16** | |
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**Week 17**

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| **Skill tracker – week 17** | |
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**Week 18**

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| **Skill tracker – week 18** | |
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**Week 19**

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| **Skill tracker – week 19** | |
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**Week 20**

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| **Skill tracker – week 20** | |
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**Week 21**

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| **Skill tracker – week 21** | |
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**Week 22**

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| **Skill tracker – week 22** | |
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**Week 23**

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| **Skill tracker – week 23** | |
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**Week 24**

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| **Skill tracker – week 24** | |
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**Week 25**

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| **Skill tracker – week 25** | |
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**Week 26**

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| **Skill tracker – week 26** | |
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**Week 27**

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| **Skill tracker – week 27** | |
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**Week 28**

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| **Skill tracker – week 28** | |
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**Week 29**

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| **Skill tracker – week 29** | |
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**Week 30**

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| **Skill tracker – week 30** | |
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**Week 31**

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| **Skill tracker – week 31** | |
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**Week 32**

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| **Skill tracker – week 32** | |
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**Week 33**

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| **Skill tracker – week 33** | |
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**Week 34**

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| **Skill tracker – week 34** | |
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**Week 35**

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| **Skill tracker – week 35** | |
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**Week 36**

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| **Skill tracker – week 36** | |
| **skill** | **example** |
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