**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 (as I already had the basic knowledge on the 2 languages used to build websites – i.e. HTML and CSS). * So, I had a separate meeting with him where we spent 15mins discussing what features he want the website to include etc. * I was told that I am only in charge of the front-end and someone else will handle the back-end. * He said to ask for help from other employees if I struggle. * I spent today in the planning phase, doing all the research about Brisco and the work he has done over the years. |
| Tuesday | * I continued working on the website. * Today I moved to the second phase of my planning phase after doing all the research on the Brisco’s charity and their accomplishment over the years. * The second phase was the design aspect, and work on how the website will look and what pages it will include (layout and colour scheme). * I looked at other charity websites online to see the features they have and how they are layout/colour scheme. * Before I started to code the website, I showed my research and website design to Ali as I was unsure if it was good enough or not who then critiqued it and gave me some feedback which helped me see how to improve the website more. * I started coding the website. |
| Wednesday | * I continued working on the website. * I was taught about a framework most website developers use when building their website called Bootstrap and the latest version is 4. * I first spent some time trying to familiarize myself with the framework and look it up. * There was a lot of problems I kept facing while coding which was difficult to debug as there isn’t any good debugging tool for HTML/CSS, so I had to go over the code again and again trying to find the error (which was very time consuming). * I asked Ali to help me with the errors after failing to fix them myself. * He also told me about the “chrome inspector” feature which lets you see the html code for the website and often be useful for debugging. |
| Thursday | * I continued working on the website. * I was still struggling with the layout as I’ve never made this type of website before, so I was unsure if it “looked” like a website for a charity. * I went to Ali for some feedback and he seemed satisfied and told me not undermine myself. |
| Friday | * We had a meeting today * In the meeting we talked about if we had met the aims and objectives we set at the start of the week. * I also got some feedback on my website and we talked about what needs changing and what aspects were good etc. * Brisco also told me that once I finish with this project, I will start working on some graphic design projects too and in the future, I will have to manage my time properly so I can manage multiple projects at once. |

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| **Skill tracker – week 2** | |
| **skill** | **example** |
| Planning | I started to learn how to plan properly for a project and to carry out research before I begin my coding, which made it a lot easier for me when it came to the designing phase. |
| HTML/CSS | I improved on my HTML/CSS skills as I learned a lot of things through correcting the errors/mistakes I made. |
| Debug HTML/CSS | I learned although there isn’t a tool for debugging html/CSS, the “chrome inspector” feature is very useful for spotting mistakes in your code and helped me out a lot. |
| Bootstrap 4 | I learned the latest framework developers use for developing website which assists you greatly as it gives you the framework for a lot of features you can add to your website. |
| Project Skills | I learned how to handle a project as this is my very first project. I learned to plan first and define the aims and objectives, so you are clear on your end-product/goal. |

**Week 3**

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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 told me that he expects the website to be completed in the next 2 days. |
| Tuesday | * I continued working on the website and finished it today. * I showed the website to Ali before I sent it to Brisco who then sent it to the back-end developer * After making the changes Ali told me to make, I sent it to Brisco * I had a very brief meeting with him afterwards * I was now assigned to the graphics design team under Jeovorne who taught me the basics * He told me to practice making a logo of my name which will help me familiarize with Adobe Illustrator and the tools I will be using often |
| Wednesday | * I was told by Brisco that this week I will practice working on Adobe Illustrator and design a logo for his website which I built * I first did some market research as told by Jeovorne and look at other charity logos to get a better idea on how to make one * I don’t think I can make the logo look as good as the ones I saw online as I am not very artistic, so I don’t know if I am the right person for this type of job * I started working on the logo design |
| Thursday | * Continued working on the logo * I asked Jeovorne a lot of question to help me wherever I was stuck |
| Friday | * We had a meeting today * In the meeting we talked about if we had met the aims and objectives we set at the start of the week. * I finished the logo but didn’t feel satisfied with it * I showed to it Jeovorne and got some feedback, he told me for my very first logo it was good * After noticing that I was not feeling confident about doing the graphics design work, he told me that I will improve with practice and that when he started graphics design, he wasn’t too good either and is self-taught. * This gave me a bit of confidence and hope * I showed the logo to Brisco and he gave me some feedback on what I did well and what I could improve for next time. * He also pointed out that I need to learn to work quicker as I took longer than expected on the website (and this should improve with time as I get more efficient at coding websites) * He told me starting next week I might start getting more than 1 project to work on depending how much work they get from customers. |

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| **Skill tracker – week 3** | |
| **skill** | **example** |
| HTML | I learned about form validation while I was working on forms for the website |
| Adobe Illustrator | I learned how to work on Illustrator and a lot of other features it has such masking images or shapes and few other useful techniques. I can now make “decent” logos. |

**Week 4**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today - |
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| Friday | We had a meeting today |

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| **Skill tracker – week 4** | |
| **skill** | **example** |
| Communication |  |
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**Week 5**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Friday | We had a meeting today |

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| **Skill tracker – week 5** | |
| **skill** | **example** |
| Communication |  |
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**Week 6**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Friday | We had a meeting today |

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| **Skill tracker – week 6** | |
| **skill** | **example** |
| Communication |  |
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**Week 7**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Friday | We had a meeting today |

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| **Skill tracker – week 7** | |
| **skill** | **example** |
| Communication |  |
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**Week 8**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Friday | We had a meeting today |

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| **Skill tracker – week 8** | |
| **skill** | **example** |
| Communication |  |
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**Week 9**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Friday | We had a meeting today |

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| **Skill tracker – week 9** | |
| **skill** | **example** |
| Communication |  |
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**Week 10**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Friday | We had a meeting today |

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| **Skill tracker – week 10** | |
| **skill** | **example** |
| Communication |  |
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**Week 11**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Friday | We had a meeting today |

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| **Skill tracker – week 11** | |
| **skill** | **example** |
| Communication |  |
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**Week 12**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Friday | We had a meeting today |

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| **Skill tracker – week 12** | |
| **skill** | **example** |
| Communication |  |
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**Week 13**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Thursday |  |
| Friday | We had a meeting today |

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| **Skill tracker – week 13** | |
| **skill** | **example** |
| Communication |  |
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**Week 14**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Thursday |  |
| Friday | We had a meeting today |

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

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Friday | We had a meeting today |

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| **Skill tracker – week 15** | |
| **skill** | **example** |
| Communication |  |
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**Week 16**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Friday | We had a meeting today |

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| **Skill tracker – week 16** | |
| **skill** | **example** |
| Communication |  |
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**Week 17**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Friday | We had a meeting today |

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| **Skill tracker – week 17** | |
| **skill** | **example** |
| Communication |  |
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**Week 18**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Friday | We had a meeting today |

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| **Skill tracker – week 18** | |
| **skill** | **example** |
| Communication |  |
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**Week 19**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Friday | We had a meeting today |

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| **Skill tracker – week 19** | |
| **skill** | **example** |
| Communication |  |
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**Week 20**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Friday | We had a meeting today |

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| **Skill tracker – week 20** | |
| **skill** | **example** |
| Communication |  |
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**Week 21**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Friday | We had a meeting today |

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| **Skill tracker – week 21** | |
| **skill** | **example** |
| Communication |  |
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**Week 22**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Friday | We had a meeting today |

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| **Skill tracker – week 22** | |
| **skill** | **example** |
| Communication |  |
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**Week 23**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Friday | We had a meeting today |

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| **Skill tracker – week 23** | |
| **skill** | **example** |
| Communication |  |
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**Week 24**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Friday | We had a meeting today |

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| **Skill tracker – week 24** | |
| **skill** | **example** |
| Communication |  |
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**Week 25**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Friday | We had a meeting today |

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| **Skill tracker – week 25** | |
| **skill** | **example** |
| Communication |  |
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**Week 26**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| **Skill tracker – week 26** | |
| **skill** | **example** |
| Communication |  |
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**Week 27**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Friday | We had a meeting today |

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

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| **Skill tracker – week 28** | |
| **skill** | **example** |
| Communication |  |
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**Week 29**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Friday | We had a meeting today |

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| **Skill tracker – week 29** | |
| **skill** | **example** |
| Communication |  |
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**Week 30**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Friday | We had a meeting today |

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| **Skill tracker – week 30** | |
| **skill** | **example** |
| Communication |  |
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**Week 31**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Friday | We had a meeting today |

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| **Skill tracker – week 31** | |
| **skill** | **example** |
| Communication |  |
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**Week 32**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Thursday |  |
| Friday | We had a meeting today |

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| **Skill tracker – week 32** | |
| **skill** | **example** |
| Communication |  |
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**Week 33**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Thursday |  |
| Friday | We had a meeting today |

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| **Skill tracker – week 33** | |
| **skill** | **example** |
| Communication |  |
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**Week 34**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Thursday |  |
| Friday | We had a meeting today |

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| **Skill tracker – week 34** | |
| **skill** | **example** |
| Communication |  |
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**Week 35**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Thursday |  |
| Friday | We had a meeting today |

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| **Skill tracker – week 35** | |
| **skill** | **example** |
| Communication |  |
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**Week 36**

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| **Weekday** | **Activity** |
| Monday | We had a meeting today |
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| Thursday |  |
| Friday | We had a meeting today |

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