Daily Work Log

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| Week | **Date** | **Task/Details** | **Comments** |
| 1 | 4-Jun-2018 | * Day 1 activities which included system access and login, tour of the business office and layout, safety tour as well. |  |
| 5-Jun-2018 | * Meeting with Manager on the CMO & BBE report requirements. Topics discussed include data entry, obstacles and issues with current reports, RACI model and feature enhancement in Tableau reports. * RBC code of conduct training for new employees Day 1 |  |
| 6-Jun-2018 | * RBC code of conduct training Day 2. * Exam for Code of Conduct. |  |
| 7-Jun-2018 | * RBC Privileged Security user training Day 1. |  |
| 8-Jun-2018 | * RBC Privileged security user training Day 2 * Exam for RBC Privileged security user. |  |
| 2 | 11-Jun-2018 | * RBC health and Safety training Day 1. * Kick-off meeting on the EOP challenge with other colleagues |  |
| 12-Jun-2018 | * RBC health and safety training Day 2 * Exam. |  |
| 13-Jun-2018 | * RBC combating money laundering and terrorist financing training day 1 |  |
| 14-Jun-2018 | * RBC combating money laundering and terrorist financing training day 2. * Exam. |  |
| 15-Jun-2018 | * RBC introduction to risk management training day 1. * Student program workshop. |  |
| 3 | 18-Jun-2018 | * RBC introduction to risk management training day 2. * Exam * Understudy a BA while extracting data from source system to SharePoint. |  |
| 19-Jun-2018 | * RBC privacy & Security training. * Exam |  |
| 20-Jun-2018 | * Requirements gathering for tableau report on Average Handling time operators in PTO. * Obtained access to data source (SharePoint-Excel) * Understudy a BA while extracting data from source system to SharePoint. |  |
| 21-Jun-2018 | * Reviewed the data and documented the inconsistencies/dirt for review with Manager and BA. * Understudy a BA while extracting data from source system to SharePoint. |  |
| 22-Jun-2018 | * Design/Creation of staging area database tables in oracle. * Understudy a BA while extracting data from source system to SharePoint. |  |
| 4 | 25-Jun-2018 | * Write python program to extract and transform SharePoint data for upload into oracle DB. (DAY 1) * Understudy a BA while extracting data from source system to SharePoint. |  |
| 26-Jun-2018 | * Write python program to extract and transform SharePoint data for upload into oracle DB. (DAY 2). * Test run and debug python program. |  |
| 27-Jun-2018 | * Stakeholder’s session on EOP challenge. * Develop Tableau dashboard for Average Handling Time of operators. (DAY 1) |  |
| 28-Jun-2018 | * Kickoff meeting on the Contingent Workforce Management (CWM) challenge with other Coop students and stakeholders. * Develop Tableau dashboard for Average Handling Time of operators. (DAY 2) |  |
| 29-Jun-2018 | * EOP student program workshop. * Develop Tableau dashboard for Average Handling Time of operators. (DAY 3) |  |
| 5 | 2-Jul-2018 | * Public Holiday(Canada Day) |  |
| 3-Jul-2018 | EOP challenge team meeting.  Develop Tableau dashboard for Average Handling Time of operators. (DAY 4) |  |
| 4-Jul-2018 | * Documented Operator dashboard requirement specification |  |
| 5-Jul-2018 | * Operator dashboard requirement specification review. * EOP Meeting. * Summer Hack sprint |  |
| 6-Jul-2018 | * Summer Hack sprint 2. * Weekly enablement session for EOP student program. * Student program workshop. |  |
| 6 | 9-Jul-2018 | * Investment/Ressop product knowledge session. * Final Summer Hack sprint. |  |
| 10-jul-2018 | Tableau report performance review. |  |
| 11-jul-2018 | * Meet and greet with Bruce Ross(Group Head Technology and Operations) and other members of the OC | This was a whole day event. |
| 12-Jul-2018 | Rewrote the queries for tableau dashboard started |  |
| 13-Jul-2018 | Rewrote the queries for tableau dashboard continued |  |
| 7 | 16-Jul-2018 | Rewrote the queries for tableau dashboard continued |  |
| 17-Jul-2018 | Rewrote the queries for tableau dashboard completed. |  |
| 18-Jul-2018 | * EOP meeting. * Virtual Resume clinic |  |
| 19-Jul-2018 | * Summer Hack meeting. * Tableau Report Review |  |
| 20-Jul-2018 | Amendment of Tableau Report started |  |
| 8 | 23-Jul-2018 | Amendment of Tableau Report continued  EOP Meeting.  Service Now system meeting  Process flow document meeting |  |
| 24-Jul-2018 | Amendment of Tableau Report continued.  Webex meeting with Vanessa.  CWM communication improvement meeting. |  |
| 25-Jul-2018 | Amendment of Tableau Report continued.  CWM processes meeting.  New Hire Web series talk via webex. |  |
| 26-Jul-2018 | Amendment of Tableau Report continued.  CWM communication meeting on Ticketing system and decision Tree. |  |
| 27-Jul-2018 | Documentation of changes made to Tableau.  Student program workshop. |  |
| 9 | 30-Jul-2018 | Tableau report tweaking. |  |
| 31-Jul-2018 | Tableau report tweaking. |  |
| 1-Aug-2018 | Tableau report tweaking. |  |
| 2-Aug-2018 | Tableau report tweaking. |  |
| 3-Aug-2018 | Tableau report tweaking. |  |
| 10 | 6-Aug-2018 | Tableau report tweaking. |  |
| 7-Aug-2018 | Tableau report tweaking. |  |
| 8-Aug-2018 | Tableau report tweaking. |  |
| 9-Aug-2018 | Tableau report tweaking. |  |
| 10-Aug-2018 | Tableau report tweaking. |  |
| 11 | 13-Aug-2018 | Tableau report tweaking. |  |
| 14-Aug-2018 | Tableau report tweaking. |  |
| 15-Aug-2018 | Tableau report tweaking. |  |
| 16-Aug-2018 | Started developing python program to extract data from xml file |  |
| 17-Aug-2018 | Development of python program to extract data from xml file continued |  |
| 12 | 20-Aug-2018 | * Coop Students Round table with RBC leaders. | This was a whole day event. |
| 21-Aug-2018 | Development of python program to extract data from xml file continued |  |
| 22-Aug-2018 | Development of python program to extract data from xml file continued |  |
| 23-Aug-2018 | Development of python program to extract data from xml file completed |  |
| 24-Aug-2018 | Backup to the exited daily report personnel. |  |
| 13 | 27-Aug-2018 | Backup to the exited daily report personnel. |  |
| 28-Aug-2018 | Backup to the exited daily report personnel. |  |
| 29-Aug-2018 | Backup to the exited daily report personnel. |  |
| 30-Aug-2018 | Backup to the exited daily report personnel. |  |
| 31-Aug-2018 | Backup to the exited daily report personnel. |  |
| 14 | 3-Sep-2018 | * Public Holiday (Labor Day) |  |
| 4-Sep-2018 | Backup to the exited daily report personnel. |  |
| 5-Sep-2018 | Backup to the exited daily report personnel. |  |
| 6-Sep-2018 | Backup to the exited daily report personnel. |  |
| 7-Sep-2018 | Backup to the exited daily report personnel. |  |
| 15 | 10-Sep-2018 | Backup to the exited daily report personnel. |  |
| 11-Sep-2018 | Backup to the exited daily report personnel. |  |
| 12-Sep-2018 | Backup to the exited daily report personnel. |  |
| 13-Sep-2018 | Backup to the exited daily report personnel. |  |
| 14-Sep-2018 | Backup to the exited daily report personnel. |  |
| 16 | 17-Sep-2018 | Backup to the exited daily report personnel. |  |
| 18-sep-2018 | Backup to the exited daily report personnel. |  |
| 19-sep-2018 | Backup to the exited daily report personnel. |  |
| 20-Sep-2018 | Backup to the exited daily report personnel. |  |
| 21-Sep-2018 | Backup to the exited daily report personnel. |  |
| 17 | 24-Sep-2018 | Backup to the exited daily report personnel. |  |
| 25-Sep-2018 | Tableau report review and touch point with manager |  |
| 26-Sep-2018 | PTO challenge meeting |  |
| 27-Sep-2018 | Touch point with PTO challenge mentor |  |
| 28-Sep-2018 | PTO dashboard review with manager. |  |
| 18 | 1-oct-2018 | Ill Health (Sick) |  |
| 2-oct-2018 | Ill Health (Sick) |  |
| 3-oct-2018 | PTO Dashboard review |  |
| 4-oct-2018 | Requirement gathering for program to extract all errors from audit exceptions flat file. |  |
| 5-oct-2018 | Development of Python module of the audit exceptions program |  |
| 19 | 8-oct-2018 | * Public Holiday( Thanksgiving) |  |
| 9-oct-2018 | Development of Python module of the audit exceptions program |  |
| 10-oct-2018 | Development of the RDBMS PL/SQL program for the audit exceptions program started |  |
| 11-oct-2018 | Development of the RDBMS PL/SQL program for the audit exceptions program continued |  |
| 12-oct-2018 | Development of the RDBMS PL/SQL program for the audit exceptions program completed |  |
| 20 | 15-Oct-2018 | Development of R module of the program started |  |
| 16-Oct-2018 | All employee town hall meeting  Development of R module of the program continued |  |
| 17-Oct-2018 | Business Performance meeting with Manager and Toronto team  Development of R module of the program completed. |  |
| 18-Oct-2018 | Review of program output with user (First Round). |  |
| 19-Oct-2018 | Correct Defect in the program. |  |
| 21 | 22-Oct-2018 | Correct Defect in the program. |  |
| 23-Oct-2018 | Bi-weekly touchpoint with Manager(Joey)  Review output of the program with user (second round). |  |
| 24-Oct-2018 | Performance tuning of the program started. |  |
| 25-Oct-2018 | Performance tuning of the program continued. |  |
| 26-Oct-2018 | Performance tuning of the program completed. |  |
| 22 | 29-Oct-2018 | Retested the program for performance.  Documentation of the program. |  |
| 30-Oct-2018 | Install environment dependencies for the Audit Exception program for end user. |  |
| 31-Oct-2018 | * Enhance audit exception program output (Requirement gathering) * Escalated end user locked port to RBC Technical support for resolution. |  |
| 1-Nov-2018 | Audit exception program enhancement completed and tested. |  |
| 2-Nov-2018 | Deploy units developed to user for live use-Phase 1.  Documented the program architecture highlighting the dependencies. |  |
| 23 | 5-Nov-2018 | Deployment of units for production use to user is completed. |  |
| 6-Nov-2018 | * Documentation * Bi-weekly touchpoint meeting with Manager(Joey) |  |
| 7-Nov-2018 | Documentation |  |
| 8-Nov-2018 | Documentation |  |
| 9-Nov-2018 | Documentation.  Handover.  End of work term. |  |
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