

Internship Progress Follow-up Report

Date: 24 Jun 2025

Reported by: Hamza Sajjad

Internship Hours: 9:00 AM – 2:00 PM

Objective:

To monitor the **Day 2 progress** of all assigned internees by sending regular check-in messages at 10-minute intervals during the working hours (9:00 AM – 1:30 PM) and collecting their responses regarding task completion and ongoing progress.

Method:

Messages were sent to all internees after every 10 minutes from **9:00 AM to 1:30 PM**. This was done to ensure continuous monitoring and engagement throughout the internship day.

Message Timer Log:

Time Sent	Status
9:00 AM	Initial progress check sent
9:10 AM	Follow-up message sent
9:20 AM	Follow-up message sent
9:30 AM	Follow-up message sent
9:40 AM	Follow-up message sent
9:50 AM	Follow-up message sent
10:00 AM	Follow-up message sent
10:10 AM	Follow-up message sent
10:20 AM	Follow-up message sent
10:30 AM	Follow-up message sent
10:40 AM	Follow-up message sent
10:50 AM	Follow-up message sent
11:00 AM	Follow-up message sent

Time Sent	Status
11:10 AM	Follow-up message sent
11:20 AM	Follow-up message sent
11:30 AM	Follow-up message sent
11:40 AM	Follow-up message sent
11:50 AM	Follow-up message sent
12:00 PM	Follow-up message sent
12:10 PM	Follow-up message sent
12:20 PM	Follow-up message sent
12:30 PM	Follow-up message sent
12:40 PM	Follow-up message sent
12:50 PM	Follow-up message sent
1:00 PM	Follow-up message sent
1:10 PM	Follow-up message sent
1:20 PM	Follow-up message sent
1:30 PM	Final follow-up message sent

Intern Responses:

The following internees responded to my messages and shared their Day 2 progress updates:

- **Atzaz**
- **Tooba**
- **Maaz**
- **Mazhar**
- **Umme Habiba**
- **Mahnoor**

Each of them provided brief overviews of their ongoing tasks, reflecting satisfactory engagement and work continuation.