

LEARNING LOG 1

For the period 14th November to 21st November

What have I done?

During the first week of the internship, I focused on adapting to the workplace environment, building rapport with my team, and laying the groundwork for my assigned project. I maintained a professional approach while managing my responsibilities effectively.

- I introduced myself to my colleagues and communicated with my supervisor to understand expectations and work culture. (LO8 – Communication Skills)
- I created an official company Gmail account to manage attendance and other work-related communications. (LO7 – Time & Project Management)
- I was assigned to the **Task management** System project. I analyzed its requirements and researched similar systems to gain technical and design insights. (LO2 – Web Application Design)
- I initialized the GitHub repository, collaborated with team members, and started designing frontend dashboards for both managers and employees. (LO2, LO10, LO8)
- I created user models to support different roles and implemented backend registration/login functionality using Django. (LO5 – Authentication, LO9 – Handling Feedback)

What I did well

During the first week, I was able to apply and strengthen various technical and soft skills. Although adapting to a new professional environment was initially challenging, I managed to stay focused, take initiative, and actively contribute to the early stages of the project.

Key skills developed:

- **Communication Skills:** I introduced myself professionally and participated in conversations with the supervisor and team members.
- **Initiative & Professionalism:** I independently managed the setup of the company Gmail and initiated the project's technical foundation.
- **Design Thinking:** I analyzed requirements and began designing key system interfaces and diagrams.
- **Technical Competency:** I started the front-end development, created user models, implemented authentication, and collaborated using Git version control.

What I could improve on

- Communication Confidence (LO8): While I was engaged in conversations, I noticed a lack of confidence, especially in technical discussions. I need to build clarity and comfort in speaking during team meetings.
- Git & Project Tools (LO10, LO7): My understanding of Git version control is still basic. I want to enhance my ability to use Git features like branching and pull requests efficiently for collaborative work.

Action I can take to improve my skills and learning (make these “SMART”):**Goal:**

Improve my communication and Git version control skills to contribute more confidently and effectively in collaborative tasks.

Action Steps:

- Engage in at least two technical discussions per week with team members.
- Complete three Git tutorials focusing on branching, pull requests, and merge conflict resolution.
- Apply Git practices during project tasks and observe improvements in workflow

Timing: From the second week of internship from November 22nd, 2025.