

Ronit Tonknogy VC1C

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Project Title: Project Management Internship

Time logs 3/19/2024 to 4/1/2024

35 hours accumulated in this period

| Date | Duration | Type | Description of completed work | Challenges/ next steps |
|---------|----------|---|--|------------------------|
| 3/19/24 | 6 hours | Internship work | Gathering documentation for upcoming projects | |
| 3/21/24 | 6 hours | Internship work | Handling incoming tasks from management, and crafting SQL queries. | |
| 3/22/24 | 5 hours | Internship work | Handling incoming tasks from management and gathering required documentation for stakeholders. | |
| 3/26/24 | 6 hours | Internship work | Gathering documentation for upcoming projects | |
| 3/28/24 | 6 hours | Internship work | Working on incoming tickets, creating reports | |
| 3/29/24 | 5 hours | Internship work | Working on incoming tickets, creating reports | |
| 3/30/24 | 1 hour | working on time logs + demo recording 2 | Prepared required materials. | |

Reflection

What were your main goals in this time period? What were the main challenges during this phase?

My goals were to finish my internship incoming tasks on time. The challenges were the time constraints.

Were you able to meet the challenge, if so, what helped? If not, what could help?

I was able to meet all the deadlines and provide a high-quality solution, setting small goals and planning ahead was very helpful.