

Individual Work Log

PROJECT NAME:	P42 (Real-Estate)		
STUDENT NAME:	Nur E Siam		
STUDENT ID:	103842784	WEEK 12(& dates covered):	26-05-25 to 01-06-25

TASKS	STATUS	TIME SPENT	ACTION ITEM/NOTE
Supervisor Meeting	Completed	30 minutes	Checked with supervisor
Client meeting	Completed	1 hour	Checked with client
Team member meeting	Completed	1 hour	Checked with team members
Handover documentation and bug fixes	Completed	6 hours	
TOTAL WEEKLY TIME SPENT		8.50 hours	

TASKS PLANNED FOR NEXT WEEK	EXPECTED COMPLETION
Handover meeting	02-06-2025

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Summary/weekly reflection for Week 12:

Key tasks done / things attended:

This week, I participated in key coordination meetings including the supervisor meeting, client meeting, and a team member meeting to ensure alignment across all stakeholders. I also dedicated significant time to finalizing handover documentation and performing bug fixes to prepare the project for completion.

Key things learned about Engineering Technology projects:

I learned the importance of clear communication and documentation when handing over a project. Regular check-ins with both the client and team members play a crucial role in ensuring everyone is on the same page and project goals are being met. I also experienced how bug fixing in the final stage can impact timelines and requires thorough testing.

Any literature read and key things learned:

While no formal literature was read this week, practical application of engineering principles in documentation, stakeholder engagement, and debugging reinforced previous learnings from project management and software engineering modules.

Issues/problems:

No major issues were encountered this week. The workflow was steady, and the handover process is on track for completion next week. Minor bugs required additional attention but were resolved effectively within the allocated time.