Daily Login & Work Updates

Interns should log in and update their team on their work status daily.

✅ **Morning Login Message**
"Good morning! [Intern Name] is logging in at [Time] on [Date]. Today's focus: [Briefly list assigned tasks]."

✅ **Midday Update (If Necessary)**
"Update: [Briefly mention progress, blockers, or any help needed]."

✅ **End of Day Logoff**
"Logging out at [Time]. Completed: [List completed tasks]. Pending: [List remaining tasks or note if nothing is pending]. Looking forward to tomorrow!"

💡 *If there are no tasks left for the next day, mention that and offer to assist with other work.*

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Professional Conduct & Behavior

Interns must maintain a professional and respectful attitude at all times.

✔ **Respectful Communication:** Use polite and professional language in all messages.
✔ **Timely Responses:** Reply to messages within a reasonable time frame during work hours.
✔ **Collaboration:** Assist team members and ask for help when needed.

🚫 **Avoid:**
   •   Unnecessary messages that may disrupt the team.
   •   Unprofessional language or casual chat in work-related groups.

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Task Management & Reporting

Interns should take responsibility for their assigned tasks.

✅ **If Assigned Work:** Complete it within the given deadline and update the team.
✅ **If No Work Assigned:** Inform the team and be available for new tasks.
✅ **If Facing Issues:** Report blockers and ask for guidance instead of staying idle.

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Leave & Unavailability

If an intern needs to take leave or is unavailable for any reason:

📌 **Inform the team in advance.**
📌 **Use a proper message format:**
"I will be unavailable on [Date/Time] due to [Reason]. Please let me know if I need to complete anything before then."