Internship Logbook

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Introduction

In this document, I will provide a weekly summary of my internship activities. This serves the dual purpose of maintaining a record of my tasks and accomplishments and making it readily available for review by my company mentor, the first assessor, or the internship coordinator, should they require it. The structure of this document is designed to be easily comprehensible.

Weekly Logbook

Week 1

Date

4 September 23 – 8 September 23

Hours

40 hours

Description

In week 1, I got an introduction to the company mentor, every employee, the workspace, the company and how everything works. I had to get familiar with the new workspace and everyone at the company. I need to use the company computer to make the project assignment because it has all the PRAS applications and all setups.

I created a project plan based on the information provided by my company mentor during interviews. This information pertained to the PRAS application, the video call system, and their desired functionality. It took approximately three days to draft the initial document, followed by an additional two days for feedback and modifications to the project plan. It is still in the review phase with my company mentor.

I had a meeting with the first assessor on Thursday. We introduced ourselves and talked about what I'm currently doing and what I should do and focus on these last few days and next week. We also agreed to hold weekly meetings. With the input I had from the first assessor, I started to familiarize myself with the VB.net programming language. I began by studying tutorials and engaging in practical exercises. Additionally, I created a Jira scrum board for this first sprint.

Week 2

Date

11 September 23 – 15 September 23

Hours

40 hours

Description

This week, I had a brief stand-up meeting with my company mentor to discuss my progress from the previous week. I completed the initial project plan, incorporating feedback from the mentor, and shared it with the first assessor, who provided positive feedback. On Thursday, we had another meeting where we reviewed my accomplishments for the week, delved into the project plan's status, and discussed the creation of a test document and its purpose.

During this week, I worked on the user story, research document and reviewing the documents on the appointment system of the PRAS application for the SVb Employees. The user story is currently undergoing feedback review with my company mentor, while the research document is still in progress. Additionally, I am actively researching various video call systems available on the internet, analyzing, and testing their strengths and weaknesses.

Week 3

Date

18 September 23 – 22 September 23

Hours

40 hours

Description

This week, I incorporated the feedback from the company mentor into the user story. We had a stand-up meeting on Monday to discuss what I accomplished last week and my plans for this week. During the meeting, I had a few questions to clarify certain aspects of the retiree's appointment. Additionally, we reviewed the project plan, user story, and research document.

The company mentor set up a folder on the company computer to store all project documentation. I worked on correcting some spelling errors in the wireframe and user story documents. Furthermore, I created and worked on the design document. On Thursday, I had my weekly meeting with my first assessor to discuss my progress and to plan a meeting with the company mentor. I also had a few questions for the first assessor.

This week, I delivered the following items for the first sprint:

- Project plan version 1.1
- User story version 1
- Wireframe version 1
- Research document (work in progress)
- Design document (work in progress)
- Internship logbook

I send these deliverables to the company mentor.

Week 4

Date

25 September 23 – 29 September 23

Hours

40 hours

Description

On Monday, I had an online meeting with the company mentor and the first assessor to discuss my project's progress. I also had a separate meeting with the company mentor to review the Jira board, user stories, and outline my tasks for the upcoming week. During this week, I focused on several tasks, including:

- Continuing on the design document, specifically on the testing strategies and user flowchart sections.

- Revising and improving version 2 of the user story document.

- Making updates to the wireframe document.

- Started working on the database diagram.

Week 5

Date

2 October 23 – 6 October 23

Hours

40 hours

Description

On Monday, I had my weekly standup meeting with the company mentor, during which we discussed my questions and outlined the tasks for the week. I spent the week working on the UML diagram and ERD in the design document, addressing feedback on the user story and user flowchart provided by the company mentor.

On Thursday, I had my weekly meeting with the first assessor to review the research document and design document. She identified the areas in the design document that needed to be removed to let the reader focus and understand the task. Additionally, she told me that I'm doing a good job and keep on this pace.

By Friday, I had also created an additional document, the concept document, and made necessary corrections to other document based on feedback. I then submitted all the documents to the company mentor for review.

Week 6

Date

9 October 23 – 13 October 23

Hours

40 hours

Description

On Monday, I had my weekly meeting with the company mentor to discuss the ERD and the information I gathered about WhatsApp. We also setup a branch for me to start programming and I also corrected some spelling errors on various documents. This week I continue to work on my research document and fix the ERD in the Design Document for the sprint delivery on Friday to the company mentor. On Thursday, I had my weekly meeting with my first assessor, where we reviewed the documents that I had delivered, and they found them to be sufficient.

Additionally, we discussed my plans for next sprint. At the end of this sprint, I delivered the following items to the company mentor:

- Wireframe V1.3
- User Flowchart V1
- User Story V2.4
- Design Document V1
- Concept Document

Week 7

Date

16 October 23 – 20 October 23

Hours

40 hours

Description

This week is the start of sprint 3. On Monday I had my weekly standup meeting with the company mentor. During our session, we talked about the information I gathered regarding the video call system and summarized I'm going to focus on this sprint, as well as doing the remaining tasks. For this sprint, my main focus is to implement the first prototype of concept 1.

I also continued to work on the research document to get feedback on how it's going. This week there won't be the usual weekly meeting with the first assessor due to a school short break.

On Wednesday, I receive a company mobile phone, which will be used to test the WhatsApp business app. The test will provide valuable insights on how it works and provide some information for my research document.

On Friday I started looking into the appointment code within the application and add a button to the interface.

Week 8

Date

23 October 23 – 27 October 23

Hours

40 hours

Description

On Monday, I submitted my research document to my first assessor to receive feedback on Thursday. Throughout this week I kept working on the research document and also examined the codes for "edit appointment" form. I program some functionalities to understand which classes to call and get a how the appointment system function. Please note that the weekly meeting with the company mentor was rescheduled to Wednesday due to their personal reasons. On Thursday I had my weekly meeting with the first assessor to discuss about the research document.

Week 9

Date

30 October 23 – 3 November 23

Hours

40 hours

Description

This week is the final deliverable for "Sprint 3".

On Monday, I had my regular weekly meeting with the company mentor to discuss about a few questions and what I'm going to do this week. Additionally, I started to implement the functionalities for the first concept and the wireframe design. Had some issues with the phone numbers, but after discussing it with a colleague we came up with a plan on how to solve the issue. We have to make a proposal first to the company mentor to start working on the solution.

On Tuesday, I kept implementing the first concept and started to make a report on the issues and how to solve it.

On Wednesday, I finished up the first concept and the report. The report was sent to my colleague to double check if everything is correct, before sending it to the company mentor to get approved. After my colleague made some correction to the report, we had a short meeting on what else to add or remove on the report. After the meeting I made some addition

correction and sent it to the company mentor for approval. I made code documentation of the new functionality.

On Thursday I got the response on how to resolve the issue and I had a meeting with the company mentor to showcase the prototype concept 1. During the meeting we discuss how it works, the issues I encounter, how to solve the issue and what's the next step for sprint 4. The company mentor said that the prototype concept 1 is good. The next step is to create the second prototype for concept 2 and after that improve the concept 1 and then 2.

On Friday I got a code review from a colleague, he said it looks good, but you short the code. He showed me how to shorten it. Additionally, I did some research on which API I should choose and modify the research document to the feedback I got from the company mentor and the first assessor.

For this week I deliver the prototype of concept 1.

Week 10

Date

6 November 23 – 10 November 23

Hours

40 hours

Description

This week I continue to do some research on which API I'm going to use to make the second prototype.

On Monday I had my weekly meeting with my company mentor, to talk about what I'm going to this week, and I made a "Test Report" for the company mentor to test the user acceptance test on the first prototype concept.

On Tuesday I created the base "Change Log" document and "Code Review" document.

On Wednesday the company mentor brought in an addition feature that I could make for the first concept. I started to program the feature in the first prototype.

On Thursday I had my weekly meeting with my first assessor to talk about what I need to deliver for next week's presentation for midterm feedback and what to present. Additionally, I made the portfolio to submit it by this Friday.

On Friday I finished up the portfolio and presented the additional feature to the company mentor.

Week 11

<u>Date</u>

13 November 23 – 17 November 23

<u>Hours</u>

40 hours

<u>Description</u>