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

**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

**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

**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

**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

**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

**Hours**

40 hours

**Description**

On Monday I had my weekly meeting with the company mentor to talk about the ERD, the information I found on WhatsApp and setup a branch for me to start programming. Correct some spelling errors on some documents. This week I continue to work on my research document.