Internship Logbook



**Author: Tony Jiang**

**Date: 14 Sep 23**

**Semester: 5**

Contents

[Introduction 2](#_Toc145939830)

[Weekly Logbook 2](#_Toc145939831)

[Week 1 2](#_Toc145939832)

[Week 2 3](#_Toc145939833)

[Week 3 3](#_Toc145939834)

# 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 familiarize 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 application 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 introduce ourselves and talk about what I’m currently doing and what I should do and focus for these last few days and next week. We also agreed to hold weekly meetings. With the input I had from the first assessor, I stated to get familiarize 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 document on the appointment system on the PRAS application for the SVb workers. 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 incorporate the feedback from the company mentor into the user story. We had a standup meeting on Monday to talked about what I did last week and what I’m going to do this week. Had some few questions that I needed to ask for some clarity over the appointment for the retirees. We also gone bit over on the project plan, user story and research document.