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 introduce ourselves and talked 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 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 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 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 talked about how my progress is with the project. I had another separate meeting with the company mentor to go over the Jira board and user story, I also talk about what I’m going to do for this week. I kept working on the design document writing about the testing strategies of the project.