



Form No	ICC/03/INT/BWR/2011
Form Title	Internship Monthly Progress Report

Name	: EGAN MAHESHWARA
Company's Name	: PT Xquisite Analisis Indonesia
Supervisor's Name and Title	: Muhammad Syidiq Abjanur
Department	: ML, AI & New Tech
Working Hours	: 8 Hour/Day
Report Period	: 2025-04-07 - 2025-04-30

#### A. Describe your principal assignments, responsibilities, for the past One Month

This month, I worked on defining the features for RELAI 2.0. I focused on:

- \* User login and signup
- \* Question input
- \* User and admin settings
- \* AI model management
- \* Knowledge source organization

I made sure these features were well-defined and easy to use.

I also created a preliminary Functional Specification Document (Pre-FSD) for RELAI 2.0. This document outlines how users and admins will interact with the application, from logging in to using its various functions. It details each step, including button clicks, text entries, and page changes.

For the Optik Melawai project, I helped by attending meetings, and writing meeting minutes (MoM) to record client needs. Additionally, I assisted with designing and revising website mock-ups, to improve the functionality and user experience.

#### B. Describe important aspects of the work where you learned significant knowledge, skills, or personal development

Developing the FSD significantly enhanced my documentation skills. I thoroughly mapped user and administrator workflows, detailing each step to close functional gaps and ensure predictable system behavior, resulting in a robust and user-friendly FSD.

By attending and taking notes when creating Minutes of Meetings, I learned how the project flow is structured from initial discussions, identifying user needs, clarifying functional requirements to aligning expectations between different stakeholders. This experience improved my skills in active listening, attention to details and accurately summarizing discussion into actionable points.

#### C. Describe problems or challenges encountered during the One Month and how you resolved/minimized them

The main challenges I encountered was ensuring complete clarity and accuracy when documenting the requirements discussion during meetings. Because each stakeholder often had different perspectives or expectations, to overcome this, I actively asked clarifying question and carefully reviewed my meeting notes before finalizing them into the minutes.

Submitted by

Read and acknowledged by

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Name of intern

Date:

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On Site Supervisor

Duly Stamped

Date: