

Date	Duration (hours)	Category	Description of completed task	Challenges and/or next steps	Reflection
8/26/25	0.5	Documentation	Looked over course materials and updated my calendar with all deadlines.		
8/26/25	2	Research, Training, Learning	Researched and compared how other medical websites go about their design and just how the website functions.	Need to figure out which features I should include for the website and what information should be there.	Most clinics keep their websites simple and accessible, which fits the project.
8/26/25	0.5	Documentation	Gathered all my information into one file and setup a folder on my laptop for any additional key information I need to store.		
8/26/25	2	Other	Worked on my daily tasks for the office. Updating client medical records, inputting new patient profiles, updating medical inventory and pharmacy prescription data in our system.		Balancing internship responsibilities with the website project will require steady time management.
8/27/25	0.5	Supervisor Discussion	Met with supervisor to go over schedule and ask questions.		Supervisor's feedback helped me focus on what is most important for the project right now.
8/27/25	1.5	Team Discussion	Talked to medical staff and front office to discuss what features and key information should be on the website.		
8/27/25	1	Research, Training, Learning	Assessed all information given to me and what I learned from other websites and started to think of how I can incorporate them into our clinic website.		
8/27/25	1.5	Other	Performed daily tasks including adding new patient profiles, updating existing records, and reviewing any tasks and assignments for the next day.		
8/27/25	0.5	Team Discussion	Spoke to office manager regarding key website details and went over any other information that could be useful for the website.		
8/28/25	1.5	Research, Training, Learning	Began researching hosting options and comparing them against requirements. Compared pricing, storage, and support options.	Narrow the list down to 2–3 providers.	
8/28/25	1	Research, Training, Learning	Started looking into domain name choices and checking their availability.		Learned that keeping a domain name short, professional, and easy to remember is essential for patients.
8/28/25	1	Other	Daily tasks.		
8/28/25	1.5	Other	Started to update my resume with my current internship and additional skills. Added the format and design.		Should have updated my resume a long time ago.
9/2/25	2.5	Other	Performed daily office tasks: updated medical records, entered new patient profiles, and reviewed assignments.		

9/2/25	2	Research, Training, Learning	Watched tutorial videos on GitHub to understand how it works and followed along with examples.		Getting started with GitHub was not easy. The videos were helpful, but it took a lot of extra time to understand the process.
9/2/25	0.5	Supervisor Discussion	Met with supervisor to go over progress.	Apply supervisor's feedback to narrow down priorities for the website.	
9/3/25	1.5	Other	Continued practicing with GitHub to get comfortable. Installed necessary tools and created a repository.		
9/3/25	1	Documentation	Organized project materials in GitHub for easy tracking going forward.		
9/3/25	2	Other	Completed daily office tasks.		
9/3/25	0.5	Team Discussion	Spoke with office manager to go over project updates.		The meeting clarified which details were most important for the website.
9/4/25	2	Other	Handled routine office responsibilities including patient data entry and record updates.		
9/4/25	1	Research, Training, Learning	Researched website features again, focusing on keeping the design professional, simple, and accessible.	Begin drafting a sample layout based on research.	
9/6/25	2	Other	Submitting Project Details Survey.		
9/9/25	0.5	Supervisor Discussion	Met with supervisor to discuss project priorities and weekly goals.		
9/9/25	2.5	Research, Training, Learning	Looked at website layouts of other clinics and began sketching initial mockups.		Noted which layouts are clean and easy to navigate.
9/9/25	2	Other	Completed daily office tasks. Patient record updates and inventory checks.		Balanced internship duties while allocating time for the website.
9/10/25	2	Design	Continued refining mockups and experimented with layout adjustments.		
9/10/25	1	Design	Started exploring color palettes and font options for the website.	Choosing final colors, fonts, and layouts	
9/10/25	2	Other	Performed routine office tasks and coordinated with staff for website content.		Ensured all needed information is accurate and up-to-date for the website.
9/11/25	2	Other	Continued daily office responsibilities.		
9/11/25	1	Other	Shared mockups with the staff and discussed layout and font choices.		
9/11/25	1	Other	Worked on sketches for secondary pages (About, Services, Contacts).	Finalize all mockups for homepage and secondary pages.	
9/11/25	1	Documentation	Updated README file.		
9/16/25	1	Design	Refined mockups, making adjustments to layout and content placement.		

9/16/25	2	Other	Daily office tasks: updating patient records and pharmacy inventory.		
9/16/25	2	Documentation	Started preparing website content.		Began outlining key information to include on main pages.
9/17/25	1	Supervisor Discussion	Met with supervisor to get an advice regarding website content.		
9/17/25	2	Other	Completed routine office responsibilities.		
9/17/25	2	Design	Added details to mockups. Planned navigation menus and buttons.	Make sure that navigation remains simple and user-friendly.	
9/18/25	2.5	Research, Training, Learning	Started selecting images, icons, and sample text to include in the website design.		
9/18/25	2	Other	Daily office tasks.		
9/18/25	0.5	Supervisor Discussion	Met with supervisor to review mockups.		Received feedback on final adjustments.
9/22/25	2	Other	Daily office tasks and supporting staff where needed.		
9/22/25	2	Design	Finalized homepage mockup.	Review final layout with staff for approval.	
9/22/25	1	Team Discussion	Presented final homepage mockup to the staff.	Present final homepage mockup and get approval from supervisor.	
9/25/25	2	Documentation	Started preparing slides for presentation.		
9/25/25	2	Other	Office responsibilities.		
9/25/25	1	Supervisor Discussion	Presented final homepage mockup to supervisor and discussed future steps.		Approved to move forward with digital development later.
9/26/25	2	Other	Completed daily office tasks.		
9/26/25	1	Documentation	Updated GitHub Project.	Ensure all files and notes are organized.	
9/26/25	2	Documentation	Finalized presentation.		
9/29/25	2	Other	Completed daily office responsibilities: updated patient records and assisted staff.		
9/29/25	2	Design	Began working on mockups for secondary pages. Focused on layout structure and consistent design with homepage.		Creating mockups for secondary pages gave a clearer view of the website's overall structure.
9/29/25	1	Research, Training, Learning	Reviewed other medical clinic websites to gather ideas for secondary page layouts and content organization.		
9/30/25	1	Supervisor Discussion	Met with supervisor to review secondary page layouts and discuss what information should appear on each page.	Gather any missing clinic information before development.	
9/30/25	1	Design	Completed secondary page mockups.		Completing all mockups makes the design phase feel nearly complete and ready for development.

9/30/25	2	Other	Daily office tasks.		
10/1/25	2	Other	Continued daily office responsibilities.		
10/1/25	2	Documentation	Started gather clinic information for website content.	Some details need verification with staff.	
10/3/25	1	Documentation	Updated GitHub repository with latest progress and screenshots.		
10/4/25	1	Documentation	Planned, prepared and submitted 1st demo recording.		
10/7/25	2	Other	Installed XAMPP and set up local environment for the website.	Install WordPress.	
10/7/25	2	Other	Completed regular office responsibilities		
10/7/25	1	Research, Training, Learning	Reviewed tutorials on WordPress to better understand how to implement website layouts.		Tutorials clarified WordPress structure.
10/8/25	1	Supervisor Discussion	Met with supervisor to discuss implementation.	Refine content and prepare for homepage implementation.	
10/8/25	2	Documentation	Collected content for website, drafted About page text, compiled list of services, and clinic contact info.		
10/8/25	2	Other	Completed office responsibilities and assisted staff.		
10/9/25	2	Design	Searched for images, icons, and visual assets for the homepage and secondary pages.	Ensure images are professional, relevant, and accessible.	
10/9/25	2	Other	Performed daily office tasks.		
10/14/25	2	Design	Began setting up basic homepage structure in WordPress using placeholder content and layout from mockups.		Starting the homepage structure gave a clear sense of how digital layout aligns with design.
10/14/25	2	Other	Daily office tasks.		
10/14/25	1	Documentation	Organized visual assets into GitHub repository.		
10/15/25	1	Supervisor Discussion	Met with supervisor to review homepage setup.	Apply supervisor feedback to refine layout and structure.	
10/15/25	1	Other	Reviewed gathered content and images to ensure readiness for adding to homepage.		
10/15/25	3	Design	Started creating digital version of the homepage.	Complete homepage implementation.	
10/15/25	1	Other	Helped out the staff.		
10/16/25	4	Design	Created digital version of the homepage.		Completing the homepage was a major milestone.
10/16/25	1	Other	Prepared for presentation.		
10/17/25	2	Other	Filled out and submitted peer evaluation form and worksheet.		

10/21/25	1	Documentation	Finalized written content for all pages and reviewed text for grammar and consistency.		Revising the text helped make the website content more polished and professional.
10/21/25	2	Other	Assisted with daily office responsibilities.		
10/21/25	1	Supervisor Discussion	Met with supervisor to review finalized content and homepage progress.	Implement suggested minor text and layout changes.	
10/22/25	2	Other	Completed daily office tasks.		
10/22/25	1	Design	Inserted finalized content and images into WordPress.		Adding real content made the website look complete and more professional.
10/23/25	2	Other	Daily office tasks.		
10/23/25	1	Design	Made final adjustments to homepage layout.	Review design one last time for small details and usability.	
10/25/25	3	Documentation	Prepared slides for presentation and submitted them along with report.		
10/28/25	3	Design	Started working on secondary pages. Populated pages with finalized text.	Populate pages with appropriate images.	
10/28/25	2	Other	Completed daily office responsibilities, including data entry and assisting staff.		
10/29/25	1	Supervisor Discussion	Met with supervisor to discuss how secondary pages should look and what should be done next.		Supervisor's approval showed strong overall progress.
10/29/25	2	Design	Continued working on secondary pages.		
10/29/25	2	Other	Daily office responsibilities and administrative tasks.		
10/30/25	2	Design	Added photos of doctors to the secondary pages. Modified sections to ensure text wraps properly and maintains alignment.		
10/30/25	2	Other	Daily tasks.		
10/30/25	1	Team Discussion	Reviewed website with staff to confirm that all information was accurate.	Apply small text edits.	
11/4/25	2	Other	Completed regular office responsibilities.		
11/4/25	2	Design	Started developing the services page by organizing sections and adding initial service descriptions.	Add more detailed descriptions and related visuals for each service.	
11/4/25	1	Supervisor Discussion	Met with supervisor to review secondary pages.		Supervisor feedback helped clarify next steps for improving consistency across pages.
11/5/25	2	Design	Continues working on the services page by inserting additional service categories and refining text formatting.		
11/5/25	2	Other	Daily tasks and patient record updates.		

11/6/25	2	Design	Styled the website footer. Added navigation links to connect the homepage with all secondary pages and ensured each link functions properly.	Confirm all links remain functional after adding new pages.	
11/6/25	2	Other	Performed daily office tasks.		
11/9/25	2	Documentation	Prepared for the second demo recording and updated GitHub repo with latest project files.		
Total Hours:	165				