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	Other	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	Other	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. Addited 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.		

Date	Hours	Category	Description	Next Steps	Notes
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	Other	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		
Total Hours:	30				