

| 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. 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 | 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  |  |   |
| 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   | Other                        | 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.             |  |  |
| Total Hours: | 90 |               |   |  |  |