**Student Progress Report**

The purpose of this form is to maintain a brief memo of student’s progress and supervisor reviews. The supervisor who monitors the student's performance during this period should fill out the form and mail this form to the UCSY supervisor or place it in a sealed enveloped and give it to the student to bring it back to the UCSY.

Company/Organization Name: BizLeap Technology

Student Name : Kay Zin Han

**Student’s daily activities Record**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Date** | **Assigned Tasks/ Description of work** | **Completion status** | **Remarks** |
| **1** | **15.7.2019** | **Holiday** |  |  |
| **2** | **16.7.2019** | **Holiday** |  |  |
| **3** | **17.7.2019** | **1. Job assignment discussion**  **2. Team meeting**  **3. English Lecture**  **4. Script writing for Bizleap-Hr-Application**  **5. Planning for internship experience** | **Done** |  |
| **4** | **18.7.2019** | **1. Job assignment discussion**  **2. Planning for Bizleap-Hr-Application promo video**  **3. Modify script for Bizleap-Hr-Application** | **Done** |  |
| **5** | **19.7.2019** | **Holiday** |  |  |
| **6** | **20.7.2019** | **1. Review terms and condition**  **2. Job Assignment Discussion**  **3.Content Writing for Sale and Marketing** | **Done** |  |
| **7** | **21.7.2019** | **Holiday** |  |  |

**Supervisor’s Comment**

Please comment on the intern’s work during this period

Supervisor Name :

Signature :

Date :

Title and contact :