

## END OF INTERNSHIP REVIEW

Team Member	Yanni Chau
Title	Engineering Intern
Manager / Title	Venus Lee / Account and Operations Manager
Term	2020 Fall Part-time Intern

Core Attributes
<p><b>Summary</b></p> <p>Yanni has joined Origami Labs as a part-time engineering intern during the fall of 2020, while managing an overseas virtual semester. He was very willing to expand his scope of work even it is not related to his field of study, but to what the company needs him on.</p> <p>Just to name a few but not all projects that Yanni has participated in:</p> <ul style="list-style-type: none"> <li>- <b>Product deployment preparation</b> – JLL and Peninsula. In the first and second week of the internship, he had to get himself up to speed on the product, and helped to set up all the devices ready for a commercial trial and deployment in a short period of time.</li> <li>- <b>Software</b> – iOS app research and build. Yanni had worked with our internal engineering team on researching and building the iOS version of the enterprise mobile application.</li> <li>- <b>Data analysis</b> – Peninsula usage data. Yanni has helped to kickstart and create the first usage data analysis template to generate useful customer insights to improve customer service.</li> <li>- <b>Research</b> – Fundings. Looking into possible HK fundings that are available.</li> <li>- <b>Coaching</b> – MIT 3-day Entrepreneurship bootcamp for HK high school students. Yanni acted as a mentor for groups of high school students in the Design Thinking workshop. He has been encouraging and provided guidance to these students.</li> </ul>
<p><b>Strengths to leverage more</b></p> <ul style="list-style-type: none"> <li>- <b>Takes feedback well and do reflect on it</b> – Yanni is a reflective person, he takes feedback well and he would chew on and reflect on it. We have had conversations where I myself think it was difficult to deliver or take, and he did take note on it and improve.</li> <li>- <b>Good communication on progress</b> – the nature of a part-time internship makes communication on progress even more important. He has done a good job in communicating the daily progress and milestone, and the hurdles in completing them. He also actively try to find solutions to problems and willing to ask for help.</li> <li>- <b>Honest on areas that are not familiar with and open to different work scope</b> – even though he signed on as an engineering intern, what the company is asking him to work on is often times out of his expertise and field of study. He was proactive about it and open to new experience. And for areas that he was not familiar about, he was willing to figure it out.</li> </ul>

<b>Areas for development</b>
Often times in internships, where people are most willing to teach and share, it is a great arena to learn and find out what you don't know. It is great place to go in with a question mindset and think of what, who and when to ask. The amount of information you observed and absorbed from a company could be a lot, and it is good to go through a observe, digest and ask process. It could sometimes be challenging as the team might only has limited time, so it is good to ask prepared and schedule time to do it.
<b>Encouragements and suggestions</b>
Yanni has great attitude and willingness to learn. I appreciate a lot that other than managing a demanding overseas virtual semester, he is willing to take up an internship with a fast-paced start-up 3 days a week, learning things that he did not have prior knowledge on, learn and observe as he goes, and taking up roles with little guidance. You are doing a great job navigating all these.
<b>Recommendations going forward</b>
It is a great time to explore and diversify his experience and think strategically on how different types of internship would help to broaden his technical, people, product/project management and industry knowledge. Thinking what specifically he wants to learn, gain, expand on would help him understand where to go next.

Signature : Venus Lee

Date : 14 December 2020