

# **FACULTY OF COMPUTER AND INFORMATION SCIENCES**

# SUMMER PRACTICE & INTERNSHIP REPORT (STAJ DEFTERİ)

EXCELLENCE IN EDUCATION IS OUR PRIME MOTIVE



# SUMMER PRACTICE & INTERNSHIP REPORT (STAJ DEFTERİ)

LAST NAME OF THE STUDENT (ÖĞRENCİNİN SOYADI):	Tıraş
NAME OF THE STUDENT (ÖĞRENCİNİN ADI):	Ebru
DEPARTMENT (BÖLÜMÜ):	Software Development
BEGINNING DATE (STAJIN BAŞLANGIÇ TARİHİ):	08.07.2024
ENDING DATE (STAJIN BİTİŞ TARİHİ):	19.08.2024
SIGNATURE OF THE STUDENT (ÖĞRENCİNİN İMZASI):	
NAME & ADDRESS OF THE INSTITUTION (İŞYERİNİN UNVANI VE ADRESİ):	Flowick Teknoloji Hizmetleri A.Ş. & Küçükbakkalköy Mah. Defne Sk. Flora Residence No:1 Daire:365 Ataşehir/İstanbul
SIGNATURE & STAMP OF THE INSTITUTION (İŞYERİNİN İMZASI VE MÜHÜRÜ):	



# STAJ İLE İLGİLİ ÖĞRENCİLERİN İZLEMELERİ GEREKEN KURALLAR

AŞAMA	*	NE YAPILMALI?		
XXX		STAJ DÖNEMİNE GELMİŞ OLAN ÖĞRENCİLERİN DİKKATİNE:		
		Ders kayıtları sırasında, diğer dersler ile birlikte "Staj" dersinin de alınması ve kaydının		
		yaptırılması gerekmektedir.		
		Staj, bölüm programlarında öngörülen zamanda (dönem) ve bölüm tarafından onaylanan iş yerinde yapılır.		
		Staj dersine kayıt yaptıran öğrenciler bu "Staj" ve "Staj Oryantasyon" derslerine ilişkin olarak		
		tasarlanan faaliyetlerden sorumludurlar.		
		Staj Oryantasyon dersine katılmayan öğrenciler staja başlayamaz.		
		STAJA GİTMENİZ UYGUN BULUNMUŞ İSE, Aşağıdaki Aşamaları Takip Edin		
01		Staj defteri ve diğer ilgili dökümanları MS Word formatında kendi bilgisayarınıza indirin.		
02		Lütfen Defter'deki Bilgileri ve Yapılması Gereken Hususları çok dikkatlice inceleyin. Nerede staj		
		yapmanız gerektiği hususunu etraflıca araştırın.		
03		Lütfen Danışmanınıza Gidiniz, ve yukarıdaki konuları kendisine danışınız.		
04		DANIŞMANINIZIN HAZIRLAYACAĞI AŞAĞIDAKİ BELGELERİ ALIN.		
		(1) Staj Yapacağınız İşyeri İçin Bölüm Başkanı Tarafından İmzalı Yazı,		
		(2) İşyeri Değerlendirme Formu (Zarf İçinde),		
		(3) Öğrenci Değerlendirme Formu (Zarf İçinde). Bu Zarf İşyerine Verilmeyecektir.		
05		4. Madde'de Belirtilen 1 ve 2 Nolu <mark>Belgeler İle</mark> İşyerine Müracaat Edilecektir. Bu <mark>Belgeleri</mark>		
		İşyerine Teslim Edin.		
06		Stajınızın İlk Günü.		
07		Günlük Raporlarınızı düzenli biçimde imzalatın. Buna paralel olarak Staja İlişkin GENEL RAPORU		
		da Staj Defterinizdeki sayfaları kullanmaksızın ayrı taslak olarak yazmaya devam edin. Staj		
		devam ettiği müddetçe lütfen gelişmelerden danışmanınızı haberdar edin. Staj dersinizin harf		
		notunun belirlenmesinde danışmanınızın önemli bir ağırlığı vardır.		
08		Staj'a başlamadan önce veya stajınız devam ederken, lütfen staj dersinizin gerektirdiği dönem-		
		içi faaliyetlerini aksatmayın.		
09		STAJINIZIN SON GÜNÜ.		



10	DAHA SONRA,			
	(a) Lütfen, Günlük Raporlarınızı Kontrol Ediniz, ve Eksiklerinizi Tamamlayınız.			
	(b) Taslak Olarak Hazırladığınız <i>GENEL RAPORU</i> Gözden Geçirin. Bu Raporun Son Şeklinin En			
	İyi Düzey'e Çıkması İçin İşyerinizin Yardımını Talep Edin. Ortaya Çıkan Son Şeklini Staj			
	Defterinizdeki İlgili Sayfalara Aktarın.			
	(c) Staj Defterinizi Tamamlayın. (Staj Defterinizin Her Sayfasının İstenilen Şekilde İmzalı ve Mühürlü Olması Esastır).			
11	ORİJİNAL İMZA VE MÜHÜRLERİN BULUNDUĞU STAJ DEFTERİNİZDEN (2) KOPYA FOTOKOPİ			
	ÇEKTİRİN. DAHA SONRA AŞAĞIDAKİ AŞAMALARI TAKİP EDİN:			
	(a) Fotokopisi Çekilmiş ve Uygun Bir Şekilde Ciltlettirilmiş kopyalardan Birini İşyerine Teslim			
	Edin,			
	(b) İşyerinizin "İşyeri Değerlendirme Formunu" hazırlamasını bekleyin. (Staj Defterinizin bir			
	kopyasını işyerine vermeden bu form hazırlanmayacaktır). Zarfın kapalı, imzalı ve mühürlü			
	olmasına dikkat edin.			
	(c) İşyerinizle ilgili işlemleri tamamlayın.			
12	"ÖĞRENCİ DEĞERLENDİRME FORMU" Olarak Size Verilen (Şahsınıza Ait Yorumlar İçin) Formu			
	Okul Tarafından İstenilen Şekilde Doldurun. Lütfen Zarfı Kapatın ve Arka Dış Cephesini			
	İmzalayın. Yorumlarınızı İşyerine Göstermeyin.			
13	Stajınızla İlgili İşlemler Tamamlanmıştır.			
14	"İşyeri Değerlendirme Raporu", "Öğrenci Değerlendirme Raporu", "Orijinal Staj Defteri", ve			
	"Orijinal Staj Defterinin Bir Fotokopisini" DANIŞMANINIZA Teslim Edin. "İşyeri Değerlendirme			
	Raporu" Arka Dış Cephesi İmzalı ve Mühürlü Olan Kapalı Bir Zarf İçinde Olmak Zorundadır.			
	Öğrenci Değerlendirme Formu da Arka Dış Cephesi İmzalı olan Kapalı Bir Zarf İçinde Teslim			
	Edilmelidir. Orijinal Staj Defteri ise, Orijinal İmza ve Mühürü İçermelidir. Okul Tarafından			
	Yapılacak Değerlendirmeleri Bekleyin.			



# INSTRUCTIONS FOR STUDENTS REGARDING SUMMER PRACTICE / INTERNSHIP

STEP	*	WHAT TO DO ?		
XXX		NOTES FOR STUDENTS WHO SHOULD COMPLETE THEIR SUMMER PRACTICE / INTERNSHIP:		
		Please register for the "Internship" course while you register for other required courses.		
	All students who take the Orientation Courses must comply with the requirements important			
	by the relevant Departments as well as the Instructors or Coordinators of these courses.			
	THEN, please ask your Advisor whether you would be allowed to proceed for your Su			
		Practice / Internship. The Management of the Faculty of Computer and Information Sciences has		
		a Summer Practice/Internship Policy, which should be definitely followed by every student of the		
		school. Please do not proceed until it is fully clear that you are allowed to do so.		
		IF YOU ARE ALLOWED TO PROCEED, THEN PLEASE COMPLETE THE FOLLOWING STEPS:		
01		Please download your Summer Practice / Internship Booklet.		
02		Please read the contents carefully, and examine the major requirements. Please finalize the		
		selection of work place for your summer practice/internship.		
03		Please go to your Advisor, and discuss the aforementioned matters.		
04		YOUR ADVISOR WILL PREPARE THE FOLLOWING DOCUMENTS FOR YOU. PLEASE GET THESE		
		DOCUMENTS PRIOR TO THE START OF YOUR INTERNSHIP.		
		(a) An official letter signed by the Head of the Department for the Work Place of your		
		Internship.		
		(b) An official copy of institutional evaluation form (in an envelope).		
		(c) An official copy of the student evaluation form (in an envelope). Do not give this form to the		
		work place. Keep it with you until the end of summer Practice/Internship.		
05		Please go to the work place and hand over your documents no. 1 & 2 of step 4 above.		
06		Please begin your summer practice / internship.		
07		Your daily reports must be signed (as instructed in your booklet) by the responsible authority of		
		your work place without any delays. In the mean time (without writing anything on your booklet)		
		please keep on writing drafts of your general report. You should also keep your advisor informed		
		periodically about the developments regarding your work. Please do not forget that your advisor		
		will have a significant weight in your overall grade for this course.		



08	Before beginning your summer practice/internship, or during the period of your summer practice/internship, please obey the requirements prescribed for internship courses (during the semester or during the summer) without any interruptions.			
09	LAST DAY OF YOUR SUMMER PRACTICE/INTERNSHIP:			
10	<ul> <li>(a) Please check your daily reports and complete any missing items. If necessary, please make your revisions.</li> <li>(b) Please review your "General Report" drafts. In order to improve the quality of your "General Report", please seek help from the work place. Now you are ready to write your General Report on your booklet.</li> <li>(c) Please complete your summer practice/internship booklet as required by the Faculty.</li> <li>Please be informed that each page of your summer practice/internship report booklet (i) Must be signed &amp; stamped by the responsible authority, (b) Must conform to the rules pre-determined by the School. OTHERWISE it will not be accepted by your advisor.</li> </ul>			
11	When you'll have the original copy ready in all details:			
	Please get 2 photocopies of this original report.  Hand over one binded photocopy to the work place.  Please wait for your work place to prepare the "Institutional Evaluation Form" for you. Your work place can not prepare this evaluation report, if you do not submit a copy of your summer practice/internship report. This report must be in the envelope (as given to you), which should be closed, signed by the responsible person, and stamped.  Please complete all required formalities regarding your work place.			
12	In order to convey your views about the work place, we have designed a "Student Evaluation Form". This form will be given to you at the beginning. Please fill this form (without conveying any information regarding the contents of this report to the work place). Please close the envelope, and sign it on the backside.			
13	Please complete all necessay formalities regarding your summer practice/internship report.			
14	Please go to your advisor with:  a) Institutional Evaluation Report, b) Student's evaluation report, c) Original summer practice/internship report, d) A photocopy of the Original summer practice/internship report.  Item (a) MUST be in a closed envelope (duly signed & stamped). Item (b) must also be in a closed & signed envelope.  NOW please wait for your final grade.			



# INFORMATION ABOUT THE CONTENTS OF THE SUMMER PRACTICE/INTERNSHIP REPORT

No.	TOPIC OF THE	EXPLANATION
	REPORT	
01	REPORT SUBMISSION	This page specifies, how and in what ways a student should submit his/her report.
02	ACKNOWLEDGEMENTS	A student can write acknowledgements to any person, work place, Vocational School, etc. (Two Pages).
03	CONTENTS	Student should write the contents of the report in a systematic fashion.
04	INTRODUCTION	Student should introduce the essence of overall summer practice/internship indicating systematically how individual chapters of the report were handled by the student. (Two Pages)
05	DAILY/WEEKLY REPORT	There are 100 pages for you to write your daily progress. Please use as many pages as required. Please write page numbers in serial order in the empty space provided for this purpose. Your daily report may be written in Turkish or English depending upon the nature of your work place.
06	GENERAL REPORT	There are 25 pages for you to write an overall summer practice/internship report. Normally a general report <u>comprising</u> of 20 pages would be accepted.
07	REFERENCES	Student should write any references, e.g., names of the books, journal articles, lecture notes, or any other relevant material which has been used to write the general report. (Two Pages).
08	APPENDIX	Students can add any other material, e.g., graphs, statistical outputs, maps, pictures, etc. If you have an appendix to add, please take out the spiral of your booklet, properly add these pages, and get your booklet re-adjusted.



## **GRADING CHART**

EVALUATION OF THE SUMMER PRACTICE/INTERNSHIP REPORT (100 Points)			
(i) Work Place Evaluation	/ 20 Points		
(ii) Quality of the Daily Reports	/ 30 Points		
(iii) Quality of the General Report	/ 30 Points		
(iv) Report Presentation	/ 20 Points		
TOTAL	= / 100 Points		
OVERALL LETTER GRADE:			



# ÇALIŞILAN DEPARTMANLARLA İLGİLİ BİLGİLER / INFORMATION ABOUT THE DEPARTMENTS IN WHICH THE STUDENT HAS WORKED

BERABER ÇALIŞILAN YETKİLİ KİŞİ (KİŞİLERİN) SOYADI, ADI (LAST NAME, NAME (s) OF THE RESPONSIBLE PERSON(s)).	DEPARTMAN (DEPARTMENT)	ÇALIŞILAN DÖNEM (INTERNSHIP PERIOD)	ÇALIŞILAN TOPLAM GÜN SAYISI (TOTAL NUMBER OF WORK DAYS)
Aşkar, Mümin Sezer	Software Development	1	30

ĞRENCİNİN SOYADI VE ADI / (Last Name & Name): Tıraş EbruÖĞRENCİ NUMARASI / (Student's Registration Number): 20222905025

YTÜ/ BÖLÜMÜ / (Student's Department) : Software Development

ÖĞRENCİNİN İMZASI / (Signature of The Student) :

STAJ BAŞLANGIÇ TARİHİ / (Beginning Date) : 08/07/2024 STAJIN BİTİŞ TARİHİ / (Ending Date) : 19/08/2024

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İŞYERİNDEKİ YETKİLİ KİŞİNİN ADI VE SOYADI / DEPARTMANI / TELEFON NO.

(Full Name Of The Responsible Person, Dept. & Tel. No.): Mümin Sezer Aşkar / Software Development / 0553 439 24 17

 $\textbf{YETKİLİ KİŞİNİN G\"{O}REV\"{I}: (Position Of The Responsible Person): Software Devolopment}$ 



#### KISIM 1: ÖNSÖZ (PART 1: ACKNOWLEDGEMENTS)

During the summer of 2024, I completed my mandatory internship at Flowick Teknoloji, a startup company. Throughout this period, I had the opportunity to apply the theoretical knowledge I gained in software development to real-world projects. I worked on various tasks, particularly focusing on websites, algorithms, and mobile application development, which provided me with valuable hands-on experience in the software development process.

My time at Flowick Teknoloji not only enhanced my technical skills but also helped me develop crucial abilities in project management, teamwork, and problem-solving. These experiences have laid a strong foundation for my future career in the software industry.

I would like to express my gratitude to the team at Flowick Teknoloji and to everyone who oversaw my internship for their support and guidance throughout this journey.

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# **KISIM 2: İÇİNDEKİLER (PART 2: CONTENTS)**

KISIM	KONU BAŞLIĞI (NAME OF THE TOPIC COVERED)	SAYFA / PAGE NO
Week 1	Office Introduction and Personal Website Project	1
Week 2	Introduction to Flowick BPM and Filtering Processes	2
Week 3	Mentoring a New Intern and QR Menu Project	3
Week 4	Smart Search Implementation and Reward System Algorithm Development	4
Week 5	Utilizing State Structure and Page Layout  Adjustments	5
Week 6	Workflow Adjustments and Data  Validation System	6

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# **KISIM 3: GİRİŞ (PART 3: INTRODUCTION)**

Internships are a crucial part of university education, allowing students to apply their theoretical knowledge in a real-world professional setting. As part of this requirement, I completed my mandatory internship at Flowick Teknoloji during the summer of 2024, with the aim of gaining hands-on experience in software development. This internship provided me with the opportunity to put the software theories I learned into practice and better understand the dynamics of the industry.

The primary goal of this internship was to learn about current technologies in the field, participate in software development projects, and enhance my problem-solving and project management skills. I believe that the experiences gained during this period will contribute significantly to my professional development and future career plans.

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# KISIM 4: GÜNLÜK/HAFTALIK RAPOR (PART 4: DAILY/WEEKLY REPORT) Week 1 (08.07.2024 – 12.07.2024):

My first day of the internship began with a welcoming breakfast, where I had the chance to meet everyone in the office. After this warm introduction, I was given a tour of the office and provided with general information about the workplace. Once I got familiar with the team and the work environment, I learned about the applications used at Flowick Teknoloji.

To help me get accustomed to the Bubble.io platform, which is widely used in the company, I was assigned a task to design my own website. This project was a valuable opportunity to understand how the platform works. Throughout the first week, I focused on exploring Bubble.io's features and developing my website.

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(Full Name Of The Responsible Person, Dept. & Tel. No.): Mümin Sezer Aşkar / Software Development / 0553 439 24 17

YETKİLİ KİŞİNİN GÖREVİ: (Position Of The Responsible Person) : Software Devolopment



#### Week 2 (15.07.2024 – 19.07.2024):

In my second week, I was involved in Flowick Teknoloji's own project, the Flowick Business Process Management application. During this time, I focused on tasks such as sorting and filtering dropdown menus on the pages. After completing these tasks, I also learned how to launch a website live.

In addition, I assisted with fixing and improving small details on the application pages. This experience not only helped me enhance my technical skills but also allowed me to take on more responsibilities by working closely on the project's finer aspects.

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#### Week 3 (22.07.2024 – 26.07.2024):

In my third week, a new intern joined the team. From the first days, I was tasked with helping him get familiar with the application. To aid his learning process, I guided him through designing a website on the platform. I introduced him to the basics of Bubble.io, helped troubleshoot issues, and provided advice throughout the design process. This experience not only allowed me to refine my technical knowledge but also helped me develop leadership and mentoring skills.

At the same time, I continued to focus on the QR Menu creation project that was assigned to me. I worked on the page's overall design, mapped out the algorithms, and organized the workflows to ensure a smooth user experience. This process allowed me to delve deeper into both technical skills and the organization of workflows, helping me understand how to structure processes for maximum efficiency.

This week was highly productive, as I balanced helping my teammate while advancing in my own projects. By mentoring a fellow intern, I contributed to team collaboration, and working on my project gave me a deeper understanding of the software development lifecycle.

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#### Week 4 (29.07.2024 – 02.08.2024):

In my fourth week, I focused on enhancing the user experience by researching how to integrate smart search functionality into the system. I spent a full day examining different methods and evaluating the most efficient ways to implement these search systems. After thorough investigation, I successfully applied the solution to all the search boxes across the platform's pages. This improvement made the platform more efficient, enabling users to find information faster and more accurately. This task not only expanded my technical knowledge but also allowed me to approach research and application processes more systematically.

Additionally, I became involved in a new project focused on the shopping mall process management application that the company is developing. My responsibility was to work on the reward system for the application, where I began developing the algorithm that would allow users to earn rewards based on their activities within the app. This process gave me valuable insights into how reward systems affect user engagement and taught me how to structure the algorithms that operate in the background.

While working on this project, I gained a deeper understanding of the system's overall functionality and considered various scenarios when determining the criteria for distributing rewards. I also optimized the algorithm to improve both user experience and the app's performance. This week provided an excellent opportunity for me to further refine my strategic and technical skills in software development.

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#### Week 5 (05.08.2024 – 09.08.2024):

In my fifth week, I focused on learning the state structure and logic within the Flowick BPM application. During this process, I reorganized the functionality of buttons like delete, cancel, and edit found in the application's pop-ups using state management. Understanding how these buttons operate helped me better manage user interactions within the application and grasp the significance of the state structure in the overall functionality.

Additionally, I learned how to implement transitions between tabs within the page using state management. This enhancement allowed users to navigate between pages more smoothly, providing a more fluid experience. By dynamically managing the content and appearance of different tabs using state management, I significantly improved the user experience.

The knowledge I gained this week enhanced my ability to develop applications more effectively and efficiently on the platform. The principles of state management I learned will serve as a solid foundation for future projects.

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#### Week 6 (12.08.2024 – 19.08.2024):

In my final week, I implemented various updates to enhance user experience based on the processes and adjustments made throughout the project. Specifically, I organized the workflows to display a "successful" alert at the end of each process to avoid leaving users in doubt. These alerts helped users clearly understand that their actions had been completed successfully.

Additionally, I developed a mechanism to check the data entered by users to prevent duplicates. Whenever a user submits data, the system checks whether that data already exists in the database, thus preventing repeated entries. If the data is found in the system, an alert is triggered to inform the user, preventing unnecessary duplication. This feature was a significant step toward ensuring data integrity and improving user experience.

The adjustments I made this week ensured that users could utilize the application more smoothly and securely. The experiences I gained throughout the project provided me with valuable insights into software development processes.

In conclusion, it was a wonderful, enjoyable, and educational six weeks for m

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#### **KISIM 5: GENEL RAPOR (PART 5: GENERAL REPORT)**

#### 1. History of the Institution

- 1.1. Date of Foundation
  - 2023

#### 1.2. Vision & Mission of the Organization

#### • Vision:

Flowick aims to become a leader in process management and digital transformation by offering innovative solutions that drive operational efficiency and business growth.

#### Mission:

Flowick is dedicated to providing user-friendly platforms that enhance the efficiency of businesses, accelerate their digital transformation processes, and contribute to their overall development.

#### 1.3. Ownership Status and Key Partners

Mümin Sezer Aşkar

#### 1.4. Management Style (Management Contract, Franchise ...)

• Democratic Management

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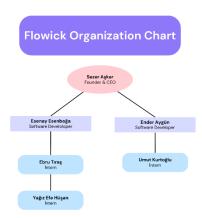
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- 2. Organizational Structure of the Institution
  - 2.1. Organizational Chart of the Institution



- 2.2. Departmental Responsibilities & Key Functions
- 2.3. Key Executives of the Organization
- 3. Departmental and Organizational Structure & Functions
  - 3.1. Authority and Responsibility Relationships Within the Department
  - 3.2. Departmental Job Descriptions & Job Specifications
  - 3.3. Relations with Other Departments
  - 3.4. Key Challenges faced by the Department
  - 3.5. Possible solutions to Key Challenges

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#### 4. SWOT Analysis

Strengths	Weaknesses	Opportunities	Threats
Digital process management provides a technological service that increases efficiency	Limited financing and resources compared to large-scale companies may slow down expansion and customer acquisition	Turkish tech companies have high potential for expanding abroad. Cloud-based software can be easily applied globally.	Technology is evolving rapidly, and startups that fail to keep up may fall behind.
and reduces costs for companies.	processes.  High technology	Developing sustainability-focused	A company dealing with process management
Having modules that manage different	requirements, especially for	business models through digital process	handles sensitive and confidential
processes enables the startup to appeal to a wide range of	solutions like artificial intelligence and RPA, may require	management solutions can create collaboration opportunities with	data. Data breaches or security vulnerabilities can
customers.	continuous development and infrastructure	environmentally friendly companies.	cause significant damage to brand reputation.
A team with nearly 80 years of industry experience provides ssurance both	investment.	Investing in new technologies like artificial intelligence,	reparation.
technically and strategically		image processing, and blockchain can increase the startup's	
		competitive advantage.	

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#### 5. Contributions

#### 5.1. Skills Developed During the Internship

• Throughout the internship, I gained significant skills in software development, algorithm design, and web application development. I particularly worked with Bubble.io on various projects, including designing QR menus and implementing smart search. Additionally, I enhanced my abilities in state management and data validation systems.

#### 5.2. Responsibilities Taken

• During the internship, I actively participated in various projects and took on responsibilities such as page layout adjustments, filtering systems, and button functionalities in the Flowick BPM application. I also mentored fellow interns and contributed to troubleshooting and fine-tuning workflows.

#### **5.3. Future Plans**

This internship has had a significant impact on my career goals. I plan to
continue developing my knowledge in software development, with a particular
interest in working on digital transformation projects. The skills and experience
gained during the internship will guide my career path moving forward.

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#### **KISIM 7: EKLER (PART 7: APPENDIX: REFERENCES)**

https://flowick.com/anasayfa

https://www.udemy.com/course/the-bubble-beginners-bootcamp-course/

https://www.udemy.com/course/bubble-no-code-web-development/

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https://bubble.io/plugin/qr-code-generator-1618741364806x569268886741188600

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https://youtu.be/N K83c3GdQ0?si=eT2 8lMa53FE8Qsk

https://youtu.be/12X1603LUDA?si=SUrWU7\_gymoxwpZq

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