**Form I – 3A**

**INTERN’S DAILY DIARY**

*(To be filled by the Intern- Please ensure to upload duly filled set of forms at end of four weeks to the provided folder)*

**Intern’s Information**

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| Intern’s Name | **Kotuwe Gedara H.R** | Student ID | **IT206058354** |

**Internship Information**

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| Internship Title |  | Specialisation |  |
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| Supervisor Name |  | | |

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| **Training Information For the Week** (to be filled by the intern) | |
| **DATE** | **DETAILS AND NOTES OF WORK CARRIED OUT, PROBLEMS ENCOUNTERED AND HOW SOLVED ETC., SKETCHES AND DIMENSIONS TO BE GIVEN WHEREVER POSSIBLE.** |
|
| 03/04/2023 | * Introduction IT department and company procedure * Brief out the ICT Project system and about job responsibilities * Session about coding standards and GIT Lab * Give the appointment letters from the HR department * How the company’s System Documentation and email communication going |
| 04/04/2022 | I came to the office and signed the attendance sheet and after that our supervisor advised to participate to the session which is organized by HR department 9 AM - 5 PM. Whole day we gained knowledge about the business objects of the company and there was a representative from each department and done a introduction about their departments. And there also some activities to know others on each departments and self introductions. |
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| **SUPERVISOR COMMENTS FOR THE WEEK** |
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| **Supervisor’s Signature** |  | **Date** | Click here to enter a date. |