

PUP INTERNS TASK ASSIGNMENT

1. **PUP Interns Project** – any mobile or web app development project of LexMeet.

Objective – exposed intern students in frontend and backend development by making a product that will allow them to work and collaborate in small teams, medium size team and big team operations. By the end of the internship, the following interns will learn the following:

- a. Use of Project Management Tools like Jira, Trello and Slack;
- b. Basic website design, UI and UX;
- c. Wireframing using Adobe XD and Figma;
- d. Setting up local coding environment;
- e. Learn and actual coding experience for the frontend of LexWeb;
- f. Learn and actual coding experience on the backend using Laravel PHP and other programming skills;
- g. Testing and quality assurance skills;
- h. Bug hunting and troubleshooting;
- i. Learn actual code implementation in staging and production.

Assignment of Tasks:

PUP Interns will be asked to select their preferred area of work, either as web or mobile app development and will be required to submit their preference on a first-come, first-serve basis.

Once the assignment is done, they will be organized into teams and they will elect an interim Team leader, Deputy and QA. After one (1) week, they will be able to determine who will be the permanent Team leader, Deputy and QA based on the skills and leadership arising from the first code review.

Work Process:

1. All teams are given their respective Trello cards with specifics checklist of deliverables.
2. All teams meet with product manager to give them overview of the product as guide for the completion of the task.
3. Every team then is required to have a design meeting with product manager for laying some groundworks before they start working.
4. After design meetings, they are required to submit design studies of the assigned frontend requirements, if needed.
5. Thereafter, all designs will be converted into wireframes by the interns, if there is none. If there is already from LexMeet, they will proceed to the next step.
6. All design studies and wireframes are checked and revised by the LexMeet Design head for iteration and revision until a final design is approved ready for coding;

7. Every team then is required to have a tech meeting with LexMeet's CTO and Tech Head for laying some groundworks before they start coding using the wireframe, either from LexMeet or made by the interns.
8. Every team then is required to study and read the programming language assigned to them by CTO.
9. Every team then is also required to prepare their local coding environment and is routinely checked by LexMeet's Tech head.
10. When ready, every team is admitted to LexMeet's Boiler Plate coding environment and requires each interns to explore and practice routing and coding good practices etc.
11. Once ready, they are first required to finish the frontend development of their assigned team task.
12. Once the frontend development is finished, they are required to form a medium team that will work on the integration of their frontend development with the backend connection of the other team's task.
13. Once the frontend and backend development are finished and integrated with one another forming one functioning product, they will learn how to make a code review on their own and check each other works.
14. Once they finished with code review on their own and check each other works, they will be trained how to upload and update the staging environment of LexMeet.
15. Once their code is already in the staging site, they are all required to make quality control and bug hunting in the staging.
16. If there is a need to revise or modify the code or fix a bug, they will be required to troubleshoot and/or fix it.
17. LexMeet CTO will make a code review and LexMeet CDO will check the frontend and approve it for uploading in production.
18. Once the CTO and CDO review is finished, they will be trained how to upload and update the production of LexMeet.

Expected Output: LexMeet expect from intern students at the minimum that they will be able to experience until Step 13 Work Process, but we are striving to reach that stage that they experience up to Step 18. LexMeet also expects that at least 51% of assigned tasks have been completed by intern students to consider them passing the internship program.