## Task log

Instructions: Please complete the following daily task log and submit to your Internship Coordinator every 3rd Friday of your internship (3 submissions in total).

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| **Date(s)** | **Tasks completed** | **Status** |
| **2022-11-04** | internship interview | complete |
| **2011-11-07** | Prepare the internship contract documents, and send the course project works and personal resume to the company supervisor | complete |
| **2022-11-08** | Sign an internship contract | complete |
| **2022-11-09** | It is the first time to communicate with customers about the needs of logistics websites. | complete |
| **2022-11-10** | Writing the first version of the website design | complete |
| **2022-11-11** | Send design files to supervisors and clients to collect client comments. | complete |
| **2022-11-14** | I was sorting out the revisions proposed by the customer to the first version of the design, and planning to complete the second version of the design document on Friday. | complete |
| **2022-11-15** | Collect website material |  |
| **2022-11-16** | Write a website color scheme document | complete |
| **2022-11-17** | Writing Website Design Documents V2.0 | undone |
| **2022-11-18** | Writing Website Design Documents V2.0 | complete |
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