ACCOMPLISHMENT REPORT

For the Period Apr 29 – May 11, 2024

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CURRICULUM

DE LA SALLE LIPA

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CITE
College of Information Technology and Engineering

Name: Valencia, Marc Dave H.

Course & Section: BS Information Technology & IT4A

Company Name: Pixel8 Web Solutions & Consultancy Inc.

Job Title: Front End Development Intern

Week 11 (Apr 29 - 04, 2024)

DATE	TIME	Hours	ACTIVITIES THAT WERE PERMORMED
4/29/2024	8:00 AM to 5:00 PM	8 hrs	▪ Initiated the Daily Team meeting ▪ Attended the Team Leader's meeting together with our supervisors for task updates. ▪ Evaluated offboarding team members
4/30/2024	8:00 AM to 5:00 PM	8 hrs	▪ Initiated the Daily Team meeting ▪ Attended the Team Leader's meeting together with our supervisors for task updates. ▪ Welcomed new team members. ▪ Informed our supervisor to evaluate our output for the Mobile Display.
5/01/2024	N/A	N/A	Labor Day
5/02/2024	8:00 AM to 5:00 PM	8 hrs	▪ Initiated the Daily Team meeting ▪ Attended the Team Leader's meeting together with our supervisors for task updates. ▪ Asked for a follow up regarding the evaluation of our output.
5/03/2024	8:00 AM to 5:00 PM	8 hrs	▪ Initiated the Daily Team meeting ▪ Attended the Team Leader's meeting together with our supervisors for task updates. ▪ Received a passed remark in our Mobile Display output.
5/04/2024	8:00 AM to 2:00 PM	5 hrs	▪ Checked and recorded the attendance of our team. ▪ Attended a call with our supervisor to get

			informed about the new task. • Received a new task in the PMS which is to create a step-by-step documentation of our team output that will serve as a development guide to the incoming or new OJTs. • Assigned tasks to my team members in the PMS. • Started to create the documentation of our assigned task module (LCRO | Document Application | Admin). • Updated our supervisor about the progress of the documentation

Week 12 (May 06 – May 11, 2024)

DATE	TIME	Hours	ACTIVITIES THAT WERE PERMORMED
5/06/2024	8:00 AM to 5:00 PM	8 hrs	▪ Initiated the Daily Team meeting ▪ Attended the Team Leader's meeting together with our supervisors for task updates. ▪ Continued creating the documentation of the step-by-step development process of our assigned task module.
5/07/2024	8:00 AM to 5:00 PM	8 hrs	▪ Initiated the Daily Team meeting. ▪ Attended the Team Leader's meeting together with our supervisors for task updates. ▪ Communicated with my team member who I chose to be the next team leader. ▪ Continued creating the documentation of the step-by-step development process of our assigned task module. ▪ Submitted the documentation output to my supervisor before the day ends for evaluation.
5/08/2024	8:00 AM to 10:00 PM	2 hrs	▪ Initiated my last Team meeting. ▪ Attended my last Team Leader's meeting together with our supervisors. ▪ Received positive responses from our supervisor about the documentation output I created. ▪ Asked the supervisor for their offboarding requirements.
5/09/2024	N/A	N/A	Has completed OJT Hours (Offboarding Requirements Completion)
5/10/2024	N/A	N/A	Has completed OJT Hours (Offboarding Requirements Completion)
5/11/2024	N/A	N/A	Has completed OJT Hours (Offboarding Requirements Completion)

Total hours: 55 hours

Prepared by:

Marc Dave H. Valencia
Front End Developer Intern, Pixel8
Supervisor

Noted by:

Laurence Cayabyab
Front End Development Team