# WEEKLY TIME SHEET

Name & Surname: _Maphota Shiburi_____ Host: ___National Library_____

Week Number:  4 _____

25_____/_11_____/2024____    To:    _29____/__11___/2024____

From:

Name and Surname of supervisor:

_____Keletso Mmulutsi

This time sheet will help you track how you spent your time at in the workplace. Please complete a time sheet for every week of work that you complete at your workplace site.

## PLEASE HAVE YOUR SUPERVISOR SIGN OFF ON THE FORM.

| Day | Date | Time started | Time finished | Brief Description of Tasks (e.g., attended management meeting) |
|-----|------|--------------|---------------|----------------------------------------------------------------|
|     |      |              |               |                                                                |

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|---|---|---|---|---|---|
| Monday | 25/11/2024 | 08:00 | 16:00 | | We continued to work on E-pubs after Mr David announced his 5 days leave of which we need to report the scope once his back, we worked on Dashboards, I intergraded the dashboard with new fetchers which were like subproject because this require me to develop all other pages which will be part of the dashboard for example Notifications. |
| Tuesday | 26/11/2024 | 08:00 | 16:00 | | We focused on enhancing our dashboard for cataloguers and Admin, I was on the cataloguers where we initiated a table in the dashboard so that it can list and track the number of downloads made so the status, after that I will work on making sure the notification is responsive. I am working on making the download of the assigned cataloguers from the admin so that users can have access to download as well as upload. |

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| Wednesday | 27/11/2024 | 08:00 | 16:00 | Worked on enhancing the catalogue dashboard where I had to make sure that the user is able to download and view listed cataloguers from admin. We had a continuation of Risk Management, where they discussed the strategies on how to move forward with the budgeting and minimizing risks before it can occur.<br>It was mentioned that we will have a meeting next week with the maintenance so we can enhance the security access to the server room etc. |

| Thursday | 28/10/2024 | 08:00 | 16:00 | Myself and Nicholus had a discussion on a way forward with the system where we mentioned that we need to finalize the system with where we at currently so we can be able to host it and store in the server, we agreed on that due to the continues change in scope, so we agreed to stick to the first scope and implement once done, we can add other functionalities while it in use. I modified the notification page also made sure that the fetch document page is functioning as expected, I am currently stuck with the slow to fetch the data in the database. |
|----------|------------|-------|-------|---|

| Friday | 29/11/2024 | 08:00 | 16:00 | Nicholus and I as agreed we trying to intergrade the system, he is done with the admin dashboard so am I done with the catalogue dashboard, I sent my system part to github so is he, and again we spotted changes need to be made so that we can have a system which flows 3tie. |
|--------|------------|-------|-------|---------|

Total number of hours worked for the reporting period: _40_____

Signed by Intern: _____

Signed by manager/supervisor:_____