

| Date | Week | Objective | Activities | Achievements | SV Remarks |
|------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 25/09/2023 | Week 1 | 1) To get familiar with the company's policies, procedures and working environment 2) To understand the expectations and tasks related to the internship 3) To begin the initial research for the assigned project 4) To set up task tracking and collaboration tools | 1) Induction Session with HR (Morning) - met with the HR representative (Ms. Azwanie) to learn about the company's organizational structure, culture and values - discussed important administrative details such as working hours, leave policies, and other relevant information - took notes and asked questions to clarify any doubts 2) Meeting with Supervisor (Evening) - met with my supervisor (Ms. Hasniza), who provided insights into the internship program - received a detailed overview of the internship's objectives, goals, and expectations - was introduced to the main project/task I will be working on during the internship along with my fellow intern colleague (Iman) - received initial instructions and guidelines for the project 3) Installation of Remote Desktop Tool - an IT team colleague approached me to install a remote desktop software tool on my laptop - had a short meeting to set up and configure the tool, which will be used for remote access to my laptop as part of company procedures 4) Task Tracker Setup - received a template for a task tracker to keep track of my assignments and progress - was asked to create my own task tracker and share it with my supervisor, which I have not done yet - planning to set it up soon to streamline task management and reporting 5) Project-Related Resources - another colleague (Mr. Afiq) that will working with me for the project was introduced - received a database file and a flowchart related to my project that are essential for the initial research phase to find a suitable solution for the project | 1) Gained a comprehensive understanding of the company's operations and culture 2) Established a clear direction for my internship by identifying the main project 3) Started the initial research phase for the project 4) Successfully installed the remote desktop tool, facilitating remote access to my work laptop 5) Acquired project-related resources that will aid in the research process | hasniza.i |
| 26/09/2023 | | 1) To work on the assigned project 2) To enhance design skills and contribute to project improvement 3) To collaborate effectively with the supervisor and seek feedback | 1) Designing Poster (Morning to Evening) - was requested my assistance in improving a poster design - dedicated the entire day to work on the poster design task - after lunch break, I sent my current progress to my supervisor for feedback and comments - received feedback and continued refining the design based on the suggestions - by the end of the day, I sent my supervisor the editable first draft of the improved poster 2) Research and Skill Development - throughout the task, I conducted research on design ideas using Google and watched tutorials on YouTube to enhance my design skills - utilized Canva as my editing tool for the poster design and explored more of its features to make the design more appealing and effective | 1) Collaborate with my supervisor to improve a poster design, showcasing my willingness to contribute to the task 2) Dedicated a full day to the designed task and made significant progress 3) Acted on feedback received from my supervisor to refine the design 4) Gained design insights and improved my skills through research and hands-on experience with Canva | hasniza.i |
| 27/09/2023 | | 1) To collaborate with team members to finalize ideas for the main project 2) To understand the scope and goals of the project, 'Recruitment Automation' 3) To begin the process of creating a systematic system for resume screening 4) To work on creating a process flow for the project | 1) Idea Finalization and Research (Morning) - collaborated with fellow intern colleagues to finalize ideas and suggestions related to the 'Recruitment Automation' project - conducted research on YouTube for coding-related information and exchanged information to gather insights 2) Team Meeting (Morning) - had a meeting with team members to discuss the project, its objectives, and its scope. - project is aiming to streamline the HR resume screening process - identified key project goals, including reducing HR review time, extracting important resume features, and ranking candidates based on job suitability - explored the current workflow of the company's recruitment process and noted potential areas for improvement. 3) Resource Sharing - shared relevant links and resources related to the project in Google Space and Chat for easy access and collaboration 4) Process Flow Planning (Afternoon) - started working on creating a process flow for the system - received a template and clear instructions for the process flow creation - divided tasks with the fellow intern colleague to efficiently complete the process flow - planned to list out the entire journey of confirming steps and the system's processes 5) Process Flow Research (Evening) - conducted research on creating an effective process flow for the project - planned to work on the process flow later to outline the system's workflow | 1) Collaborated with fellow interns to finalize ideas and gather insights for the project 2) Gained a clear understanding of the project's objectives and scope 3) Began the process of creating a systematic system for resume screening 4) Initiated the creation of a process flow for the project, dividing tasks for efficient completion | hasniza.i |
| 28/09/2023 | | PUBLIC HOLIDAY (MAULIDUR RASUL) | | | |

| | | | | | |
|------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 29/09/2023 | | <p>1) To continue working on the process flow for the 'Recruitment Automation' project</p> <p>2) To conduct research and gather ideas to improve the system</p> <p>3) To collaborate with fellow intern and seek feedback on the completed work</p> | <p>1) Process Flow Development and Research (Morning to Evening) - along with my fellow intern, dedicated the day to work on the process flow for the 'Recruitment Automation' project - conducted research on Google and YouTube to gather ideas and insights relevant to the system - worked diligently on creating a comprehensive and well-structured process flow</p> <p>2) Completion of Process Flow (Evening) - successfully completed the process flow for the project, outlining the entire workflow systematically - ensured that the process flow accurately reflected the project's objectives and requirements</p> <p>3) Feedback Request (Evening) - shared the completed process flow with our supervisor and another team member through Google Spaces - requested their reviews, comments, and suggestions for improvement - aiming to gather feedback that can guide further work on the project before the next meeting</p> | <p>1) Worked collaboratively with a fellow intern to create a comprehensive process flow for the 'Recruitment Automation' project</p> <p>2) Conducted research to gather valuable ideas and insights related to the project</p> <p>3) Successfully completed the process flow, ensuring it aligns with project objectives</p> | hasniza.i |
| 02/10/2023 | | <p>1) To review and incorporate feedback on the process flow for the 'Recruitment Automation' project</p> <p>2) To refine the process flow based on comments and suggestions</p> <p>3) To continue conducting research to enhance the project's understanding</p> | <p>1) Feedback Review and Incorporation (Morning) - received comments and feedback on the process flow diagram that had been created - the supervisor praised the overall quality of the first draft - spent the day carefully reviewing the comments, addressing inquiries, and resolving any confusion points - made necessary revisions and updates to improve the clarity and accuracy of the process flow</p> <p>2) Refinement of Process Flow (Evening) - focused on fine-tuning and redoing specific sections of the process flow to align with feedback and suggestions - ensured that the process flow accurately represented the project's objectives and requirements</p> <p>3) Research - after completing the revisions and refinements, continued conducting research to gain a deeper understanding of the project's scope and potential solutions - sought out additional information that could contribute to the project's success</p> | <p>1) Collaboratively addressed feedback and comments on the initial process flow, leading to improvements in clarity and accuracy</p> <p>2) Received praise from the supervisor for the overall quality of the first draft</p> | hasniza.i |
| 03/10/2023 | | <p>1) To continue research efforts related to the 'Recruitment Automation' project</p> <p>2) To experiment with coding resources and gain practical insights</p> <p>3) To collaborate with fellow intern to exchange information and ideas</p> <p>4) To update and refine the process flow diagram for the project</p> | <p>1) Research and Coding Experimentation (Morning to Evening) - dedicated the day to conducting research related to the project - explored coding resources available on GitHub and followed instructions from YouTube tutorials - attempted coding tasks but found that they required adjustments and corrections to align with the project's specific requirements - gathered practical insights from coding experiments</p> <p>2) Information Exchanged (Morning to Evening) - engaged in discussions with fellow intern to exchange information, thoughts, and ideas related to the project - shared findings and insights from the coding experimentation and research</p> <p>3) Process Flow Refinement (Evening) - focused on updating and refining the process flow diagram created earlier - improved the diagram's visual presentation to make it neater and more organized - added additional information to the diagrams to enhance their completeness</p> | <p>1) Conducted extensive research related to the 'Recruitment Automation' project, including coding experimentation</p> <p>2) Collaborated effectively with fellow intern to exchange information and ideas</p> <p>3) Enhanced the clarity and completeness of the process flow diagram</p> | hasniza.i |
| 04/10/2023 | Week 2 | <p>1) To finalize and refine the process flow diagram for the 'Recruitment Automation' project</p> <p>2) To create a presentation slide that combines ideas from various sources, providing a visual representation of system concepts</p> <p>3) To prepare for the upcoming project meeting</p> | <p>1) Process Flow Finalization (Morning) - finalized and refined the process flow diagram for the project - ensured that the diagram accurately represented the project's workflow and objectives - made any necessary adjustments for clarity and completeness</p> <p>2) Presentation Slide Creation (Morning to Afternoon) - created a presentation slide that combined ideas from different sources - the slide aimed to provide a visual representation of rough ideas for the system, making it easier to communicate the project concept - completed the slide preparation before the afternoon</p> <p>3) Meeting Change - learned that the project meeting originally scheduled for the evening had been changed to Thursday - adjusted plans accordingly due to the meeting postponement</p> <p>4) YouTube Learning (Evening) - utilized the available time to watch videos on YouTube - the goal was to gain more knowledge and ideas related to the project and its objectives</p> | <p>1) Successfully finalized and refined the process flow diagram for the project</p> <p>2) Created a presentation slide that visualizes rough ideas for the system</p> <p>3) Prepared for the upcoming project meeting, even though it was postponed</p> | hasniza.i |

| | | | |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 05/10/2023 | <p>1) To install the latest version of a required software</p> <p>2) To review and prepare the flow diagram and presentation slides for the project meeting</p> <p>3) To participate in the project meeting with Ms. Niza and present project ideas</p> <p>4) To receive feedback and suggestions for the project from the supervisor</p> | <p>1) Software Updates (Morning) - received a request from the IT team to install the latest version of a software - uninstalled the old version and successfully installed the latest version as instructed</p> <p>2) Project Review and Preparation (Morning to Afternoon) - collaborated with fellow intern to review both the flow diagram and presentation slides that visualize rough ideas for the system - ensured that the materials were well-prepared and ready for the project meeting in the evening</p> <p>3) Project Meeting with Ms. Niza (Evening) - participated in a project meeting with Ms. Niza, where me and my fellow intern presented project ideas - focused on presenting the rough ideas for the system and showcased the initial system that had been tested - received feedback and suggestions from Ms. Niza regarding the project</p> <p>4) Feedback Documentation - took notes on the feedback and suggestions provided by Ms. Niza during the meeting - prepared to use this feedback to guide the next steps in the project</p> | <p>1) Successfully updated the required software to the latest version as per the IT team's request</p> <p>2) Prepared and presented project ideas to Ms. Niza during the project meeting</p> <p>3) Received valuable feedback and suggestions from the supervisor to inform the next steps in the project</p> <p><i>hasniza.i</i></p> |
| 06/10/2023 | <p>1) To plan and prepare for a survey conduction to gather insights from students entering the corporate world</p> <p>2) To create a set of survey questions, plan distribution, and visualize the survey process</p> | <p>1) Survey Conduction Planning (Morning) - asked to plan and conduct a survey to understand what students are looking for when entering the corporate world and how to attract more people to join your organization - discussed the objectives and scope of the survey with Ms - brainstormed on the survey questions and how to structure the data collection process</p> <p>2) Survey Question Preparation (Morning to Evening) - prepared a set of survey questions that includes both open-ended and closed-ended questions - ensured that the questions were well-structured and clear to gather relevant information</p> <p>3) Survey Distribution Strategy (Evening) - discussed with Ms. how to plan the distribution of the survey, including the target population, such as students from specific institutions or locations - planned the logistics of how the survey would be administered and collected</p> <p>4) Process Flow Visualization (Evening) - created a detailed process flow using a Gantt chart to visualize the plan for conducting the survey - the process flow included steps for survey design, distribution, data collection, and analysis - there was no strict deadline, but the target was set to finish data collection by the end of November, with a focus on analysis in the subsequent phase</p> | <p>1) Designed a set of survey questions to gather insights from students about their expectations when entering the corporate world</p> <p>2) Discussed and planned the distribution strategy for the survey</p> <p>3) Created a visual representation of the survey process using a Gantt chart</p> <p><i>hasniza.i</i></p> |
| 09/10/2023 | <p>1) To set up the system for the 'Recruitment Automation' project</p> <p>2) To download source files from GitHub and run the system</p> <p>3) To resolve any errors that may arise during the installation process</p> <p>4) To work on additional tasks related to the survey conduction project</p> | <p>1) System Setup for Project (Morning) - collaborated with a fellow intern to set up the system for the 'Recruitment Automation' project - downloaded source files from GitHub to initiate the system - attempted to run the system but encountered errors related to Python package</p> <p>2) Error Troubleshooting (Morning to Afternoon) - made efforts to identify and resolve errors in the Python package installations - tried to find solutions to the installation issues, but the errors persisted - decided to pause the troubleshooting process due to persistent errors and to prevent potential delays - proceeded with other tasks while keeping the system setup on hold</p> <p>3) Gantt Chart for Survey Conduction (Afternoon to Evening) - completed the Gantt chart requested by Ms. for the survey conduction project - shared the Gantt chart with Ms. to receive feedback and suggestions - received feedback from Ms. regarding the Gantt chart for the survey conduction - made necessary updates and revisions to the Gantt chart based on the feedback provided</p> | <p>1) Made efforts to set up the system for the 'Recruitment Automation' project but encountered Python package installation errors</p> <p>2) Successfully completed the Gantt chart for the survey conduction project</p> <p>3) Incorporated feedback from Ms. to improve the Gantt chart</p> <p><i>hasniza.i</i></p> |
| 10/10/2023 | <p>1) To continue working on resolving the installation error for the 'Recruitment Automation' project</p> <p>2) To initiate and plan the survey conduction project</p> <p>3) To participate in a team meeting and discuss project updates</p> <p>4) To receive new tasks and a briefing from Ms</p> | <p>1) Error Troubleshooting (Morning) - continued efforts to resolve the installation error for the 'Recruitment Automation' project but were unable to solve it</p> <p>2) Survey Conduction - Phase 1 (Morning to Afternoon) - initiated the survey conduction project by working on the project's initiation and planning phase - defined the objectives and goals for the survey - identified the target audience for the survey</p> <p>3) Team Meeting (Evening) - participated in a team meeting to discuss updates on ongoing projects - presented the Gantt chart created for the survey conduction project and explained its components - discussed the objectives, goals, and the identified target audience for the survey - received new tasks for the atpace and gwfm projects from Ms - gained an understanding of the tasks and expectations for these projects</p> | <p>1) Progressed in the initiation and planning phase of the survey conduction project, including defining objectives, goals, and the target audience</p> <p>2) Participated in a team meeting and presented the Gantt chart for the survey project</p> <p>3) Received new tasks and project briefings from Ms</p> <p><i>hasniza.i</i></p> |

| | | | | | |
|------------|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 11/10/2023 | Week 3 | <p>1) To complete the drafting of survey questions and the survey structure</p> <p>2) To coordinate with Mr. Afiq for reporting tasks</p> <p>3) To seek feedback on the survey questions and structure from Ms. Niza</p> | <p>1) Survey Question Drafting and Structure (Morning) - finished drafting the survey questions as requested - structured the survey to ensure it aligns with the project's objectives</p> <p>2) Reporting Coordination with Mr. Afiq (Evening) - contacted Mr. Afiq, he guided me through the reporting process using Google Meet - used existing data for a trial run - Mr. Afiq provided instructions on exporting data</p> <p>3) Feedback Request (Evening) - informed Ms. Niza about the draft survey questions and structure - requested feedback from her regarding the survey materials - received feedback from Ms. Niza by the end of the day</p> <p>4) Report Creation (Evening) - following the guidance provided by Mr. Afiq, I created a report for today's data - sent the report to Mr. Afiq</p> | <p>1) Completed the drafting of survey questions and structured the survey</p> <p>2) Coordinated with Mr. Afiq for reporting tasks and successfully created a report</p> <p>3) Sought feedback from Ms. Niza on the draft survey questions and structure</p> | hasniza.i |
| 12/10/2023 | | <p>1) To update and refine the survey for easier analysis</p> <p>2) To seek feedback on the survey updates from Ms. Niza</p> <p>3) To assist in the recruitment task as an opportunity to improve communication skills</p> <p>4) To create and submit a report for the atpace project</p> | <p>1) Survey Refinement (Morning to Evening) - updated the survey by using close-ended questions exclusively to simplify analysis - implemented the Likert scale for all questions to maintain consistency - defined specific selection criteria, restricting the survey to public university students aged 18 to 30</p> <p>2) Feedback Request (Evening) - informed Ms. Niza about the survey updates and requested her review and feedback on the changes</p> <p>3) Recruitment Assistance (Evening) - offered assistance in the recruitment task, with a focus on improving communication skills - discussed the recruitment task with Ms. Niza, who recognized potential in me and suggested using this opportunity for improvement - the recruitment task involved hiring part-time workers for an upcoming project, potentially during the data collection phase</p> <p>4) Report Creation (Evening) - created a report for the atpace project - encountered a minor issue while exporting data but successfully resolved it with guidance from Mr. Afiq - completed the report and sent it to Mr. Afiq</p> | <p>1) Refined the survey by using close-ended questions and implemented a Likert scale for consistent responses</p> <p>2) Defined specific selection criteria for the survey target audience</p> <p>3) Offered assistance in the recruitment task, recognized as an opportunity to improve communication skills</p> <p>4) Successfully created and submitted the report for the atpace project</p> | hasniza.i |
| 13/10/2023 | | <p>1) To continue working on the survey project</p> <p>2) To receive and discuss feedback from Ms. Niza on the survey</p> <p>3) To attend a town hall meeting and a sharing session with colleagues</p> <p>4) To update project progress and explain the survey project to Ms. Niza</p> <p>5) To conduct research on a specific issue and receive guidance from Ms. Niza</p> | <p>1) Survey Project (Morning) - continued working on the survey project, focusing on its development and refinement</p> <p>2) Feedback Discussion (Afternoon) - received feedback from Ms. Niza regarding the survey - scheduled a meeting with Ms. Niza in the evening to discuss and address the feedback</p> <p>3) Town Hall Meeting (Evening) - participated in a SNT Townhall meeting with all staff members - during the meeting, announcements were made about staff rewards and appreciation, including recognizing the best employee of the month - engaged in a sharing session between the boss and interns to exchange insights and experiences</p> <p>4) Project Updates and Explanation (Evening) - attended a meeting to provide updates on the project's progress - explained the survey project to Ms. Niza during the meeting - conducted a brief research to address a specific issue related to the project - after the research, engaged in a discussion with Ms. Niza through Google Chat - Ms. Niza instructed me to read about multivariate analysis and create a simple model to clarify factors that require further testing</p> | <p>1) Continued work on the survey project, contributing to its development and refinement</p> <p>2) Received feedback from Ms. Niza on the survey</p> <p>3) Participated in a town hall meeting and a sharing session with colleagues</p> <p>4) Provided project updates and explained the survey project to Ms. Niza</p> <p>5) Conducted research to address project-related issues and received guidance on next steps</p> | hasniza.i |
| 16/10/2023 | | <p>1) To create a survey using Google Forms</p> <p>2) To inform Ms. Niza about the survey</p> <p>3) To propose survey titles and seek Ms. Niza's input</p> <p>4) To adapt the survey to focus on the BPO industry</p> <p>5) To prepare a collateral page explaining the BPO industry for the survey</p> | <p>1) Survey Creation (Morning) - created a survey using Google Forms, with the aim of gathering specific insights - informed Ms. Niza about the survey form - prepared three suggestions for survey titles and requested Ms. Niza's input to select the most suitable title</p> <p>2) Update The Survey (Evening) - received guidance to adjust the survey's focus to the BPO industry to align with SummitNext's goals</p> <p>3) Collateral Page Creation (Evening) - prepared one page of collateral information explaining the BPO industry - intended for inclusion in the survey to provide context and understanding to the respondents</p> | <p>1) Created a survey using Google Forms for data collection</p> <p>2) Informed Ms. Niza about the survey's initiation</p> <p>3) Proposed three survey titles and sought Ms. Niza's input for selection</p> <p>4) Adapted the survey's focus to the BPO industry to benefit SummitNext</p> <p>5) Prepared a collateral page explaining the BPO industry for survey inclusion</p> | hasniza.i |
| 17/10/2023 | | <p>1) To finalize the collateral page explaining the BPO industry for the survey</p> <p>2) To conduct research on the BPO industry, including its description, common services, vacancies, and revenue statistics</p> <p>3) To create visualizations using Canva based on the research findings</p> <p>4) To complete and refine the survey</p> | <p>1) Collateral Page And Survey Refinement (Morning to Evening) - conducted research on the BPO industry - gathered information on the industry's description, common services offered, vacancies, and revenue statistics - utilized Canva to create visualizations based on the research findings - these visual aids can enhance the presentation of information - completed the collateral page intended to provide information about the BPO industry - this page offers context and understanding to survey respondents - proceeded with the refinement of the survey, ensuring it is clear, concise, and effective for data collection</p> | <p>1) Successfully finalized the collateral page, enriching the survey with relevant information about the BPO industry</p> <p>2) Conducted comprehensive research on the BPO industry, covering various aspects such as its description, services, vacancies, and revenue statistics</p> <p>3) Created visualizations using Canva to illustrate key findings from the research</p> <p>4) Advanced the survey refinement process to improve its quality</p> | hasniza.i |

| | | | | | |
|------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 18/10/2023 | Week 4 | <p>1) To receive information and documents related to the GWFM project from Mr. Afiq</p> <p>2) To conduct a briefing session with Mr. Afiq on the GWFM project</p> <p>3) To work on the survey project and receive feedback from Ms. Niza</p> <p>4) To complete and submit the Atpace project report to Mr. Afiq</p> | <p>1) GWFM Project Preparation (Morning) - approached Mr. Afiq to inquire about the project - received relevant documents and materials from him</p> <p>2) Survey Project (Morning to Afternoon) - focused on the survey project and other related tasks in the morning - shared updates on the survey project with Ms. Niza - received feedback and guidance from her regarding the project</p> <p>3) Briefing Session with Mr Afiq (Evening) - conducted a briefing session with Mr. Afiq in the evening - gained insights into the Apollo system and discussed the requirements and tasks for the GWFM project</p> <p>4) Atpace Report Completion (Evening) - worked on and completed the Atpace project report - sent the report to Mr. Afiq before the end of the day</p> | <p>1) Received information and documents related to the GWFM project from Mr. Afiq</p> <p>2) Conducted a productive briefing session with Mr. Afiq to discuss the GWFM project requirements</p> <p>3) Progressed on the survey project and received feedback from Ms. Niza for further improvement</p> <p>4) Successfully completed and submitted the Atpace project report to Mr. Afiq</p> | hasniza.i |
| 19/10/2023 | | <p>1) To contact Ms. Niza about conducting pilot testing for the survey</p> <p>2) To work on feedback forms and gather feedback for the survey</p> <p>3) To meet with CEO Mr. Ajay to discuss the survey and receive feedback</p> <p>4) To discuss survey plans with Ms. Niza and Mr. Ajay</p> <p>5) To receive a new task related to conducting a survey for a webinar</p> <p>6) To participate in a team meeting with colleagues and share task updates</p> <p>7) To receive documents related to the GWFM project and clarify the next steps</p> | <p>1) Survey Pilot Preparation (Morning) - contacted Ms. Niza regarding the pilot testing for the survey - worked on feedback forms to distribute to staff members - received initial feedback that needed to be addressed before proceeding with the pilot testing</p> <p>2) Meeting with CEO Mr. Ajay (Evening) - met with CEO Mr. Ajay to discuss the survey project - presented an overview of the survey and received feedback - discussed potential actions and next steps for the survey with Ms. Niza and Mr. Ajay - received a new task to create a survey to gauge interest in the BPO industry - started brainstorming and planning for the new survey, including questions, objectives, and other essential details</p> <p>3) Team Meeting (Evening) - participated in a team meeting with fellow intern colleague Iman and Mr. Afiq - shared updates on current tasks and projects - discussed and reviewed task trackers with Iman</p> <p>4) GWFM Project Discussion (Evening) - received documents related to the GWFM project from Ms. Niza - approached Mr. Afiq to discuss the next steps and tasks for the project</p> | <p>1) Progressed with preparations for pilot testing of the survey</p> <p>2) Met with CEO Mr. Ajay to discuss the survey and received valuable feedback</p> <p>3) Began planning a new survey for gauging interest in the BPO industry</p> <p>4) Participated in a productive team meeting and shared task updates with colleagues</p> <p>5) Clarified the next steps for the GWFM project with Mr. Afiq</p> | hasniza.i |
| 20/10/2023 | | <p>1) To finalize the survey form and seek feedback from Ms. Niza</p> <p>2) To create a promotional poster for the survey</p> <p>3) To address feedback and make improvements to the survey</p> <p>4) To discuss the GWFM project with Mr. Afiq and conduct a meeting in the evening</p> <p>5) To complete and submit the Atpace project report for Friday</p> | <p>1) Survey Form (Morning) - contacted Ms. Niza to inform her about the creation of the survey form - sought her input on the description and overall structure of the form - received the task to create a promotional poster to make the survey more appealing to potential respondents - received feedback regarding the survey form and making improvements</p> <p>2) GWFM Project (Evening) - contacted Mr. Afiq to discuss the GWFM project - scheduled a meeting for the evening to work on the project - conducted the GWFM project meeting with Mr. Afiq through Google Meet - collaborated on project-related tasks</p> <p>3) Atpace Project Reporting (Evening) - completed the Atpace project report for the day - shared the report with the team through Google Space before the end of the day</p> | <p>1) Finalized the survey form and sought input from Ms. Niza to enhance its description and structure</p> <p>2) Worked on creating a promotional poster to make the survey more appealing to potential respondents</p> <p>3) Addressed feedback received regarding the survey form and made necessary improvements</p> <p>4) Discussed and worked on the GWFM project with Mr. Afiq during the scheduled evening meeting</p> <p>5) Completed and submitted the Atpace project report for Friday</p> | hasniza.i |

| Date | Week | Objective | Activities | Achievements | SV Remarks |
|------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 23/10/2023 | Week 5 | 1) To complete the editing of the survey poster and reach out to Ms. Niza for a review of the poster 2) To prepare for and conduct a pilot test for the survey 3) To have a meeting to discuss and finalize the survey 4) To progress with tasks related to the GWFM project | 1) Survey Poster Editing (Morning) - continued with the editing of the survey poster - successfully completed the poster design 2) GWFM Project Task (Morning to Afternoon) - worked on tasks related to the GWFM project - sent emails to 50 contacts using the Apollo platform, reporting the progress to Mr. Afiq - sought guidance from Mr. Afiq to address any confusion and successfully completed the task 3) Poster Review Request (Evening) - reached out to Ms. Niza to request a review of the survey poster - shared the poster for her feedback and approval 4) Survey Finalization and Pilot Testing Planning (Evening) - participated in a meeting to discuss and finalize the survey - received approval for the survey poster and was assigned to conduct a pilot test - aimed to gather responses from 30 respondents during the pilot testing phase | 1) Completed the editing of the survey poster, preparing it for review 2) Successfully reached out to Ms. Niza for the poster review and obtained approval 3) Prepared for the pilot test of the survey, with a target of 30 respondents 4) Participated in a productive meeting to finalize the survey 5) Progressed with tasks related to the GWFM project, sending emails using the Apollo platform with guidance from Mr. Afiq | hasniza.i |
| 24/10/2023 | | 1) To begin the pilot testing for the survey and promote the survey through social media platforms 2) To continue working on tasks related to the GWFM project and seek guidance from Ms. Niza to address issues and confusion 3) To complete and submit the Atpace project report | 1) Survey Pilot Testing (Morning) - initiated the pilot testing phase for the survey - advertised the survey through various social media platforms to gather responses 2) GWFM Project Task (Afternoon to Evening) - progressed with tasks related to the GWFM project - encountered issues and confusion while working on GWFM tasks - reached out to Ms. Niza to request guidance and clarity - received guidance and clarification from Ms. Niza in the evening - she explained tasks and provided answers to inquiries - due to time constraints, the GWFM task could not be completed on the same day 3) Atpace Project Reporting (Evening) - completed the Atpace project report for the day - shared the report with the team through Google Space before the end of the day | 1) Commenced the pilot testing for the survey and promoted it through social media platforms 2) Sought and received valuable guidance and explanations from Ms. Niza to address issues and confusion 3) Completed and submitted the Atpace project report for Tuesday | hasniza.i |
| 25/10/2023 | | 1) To continue working on tasks related to the GWFM project 2) To contact Mr. Afiq to discuss project progress and clarify instructions 3) To create a sequence of emails and export contacts for the project 4) To participate in a team meeting to update project progress | 1) GWFM Project Progress (Morning) - contacted Mr. Afiq regarding the GWFM project progress - informed him about the instructions and guidance provided by Ms. Niza 2) Team Meeting (Afternoon) - participated in a team meeting to update project progress and discuss tasks - shared updates on project advancements and discussed any relevant matters 3) GWFM Task (Afternoon to Evening) - completed the creation of a sequence of emails for the GWFM project - export all contacts included in the project into the sequence - encountered confusion regarding the system's automatic scheduled email sending - reached out to both Mr. Afiq and Ms. Niza to seek clarification and assistance - received guidance and support from them to address the misunderstanding | 1) Progressed with the GWFM project by creating an email sequence and exporting contacts 2) Actively sought clarification and guidance from both Mr. Afiq and Ms. Niza to address confusion related to the project's automated email scheduling 3) Participated in a team meeting to update and discuss project progress with colleagues | hasniza.i |
| 26/10/2023 | | 1) To complete the daily task for the GWFM project, track the progress of the task and update Mr. Afiq 2) To participate in a Leadgen Project Briefing with Mr. Afiq and Iman 3) To learn how to create weekly reports for the Leadgen Project 4) To finish and submit the Atpace project report for the day | 1) GWFM Daily Task (Morning) - successfully completed the daily task for the GWFM project, which involved sending 50 emails - tracked the progress of the task and provided an update to Mr. Afiq 2) Leadgen Project Briefing (Afternoon to Evening) - participated in a meeting with Mr. Afiq and Iman to receive a briefing on the Leadgen Project - learned how to create weekly reports for the project, including one from the Salesmate system and one from the Apollo system - Iman worked on the Salesmate's report, while I focused on the Apollo's report - due to time constraints, it was decided to continue the briefing and report creation the following day 3) Atpace Report Completion (Evening) - finished the Atpace project report for the day - submitted the report to the team's Google Space | 1) Successfully completed the daily task for the GWFM project, sending 50 emails 2) Participated in a productive Leadgen Project Briefing with Mr. Afiq and Iman 3) Gained an understanding of how to create weekly reports for the project using the Salesmate and Apollo systems 4) Completed and submitted the Atpace project report for the day | hasniza.i |
| 27/10/2023 | | 1) To update Mr. Afiq on the progress of the GWFM project and complete the daily tasks for the GWFM project 2) To continue the Leadgen Project Briefing with Mr. Afiq 3) To work on the pilot testing of the survey and address the need to advertise the survey to reach the target respondents 4) To progress with another survey that had been put on hold and continue working on the automation project | 1) GWFM Project Update (Morning) - successfully completed the daily tasks for the project - reached out to Mr. Afiq to update him on the progress of the GWFM project 2) Leadgen Project Briefing (Afternoon) - participated in the continuation of the Leadgen Project Briefing with Mr. Afiq - completed the briefing for the project 3) Survey Pilot Testing and Advertisement (Evening) - continued to keep track of the pilot testing for the survey - noticed that the target number of respondents had not been reached and decided to advertise the survey again 4) Other Task (Evening) - progressed with another survey that had been put on hold, prioritizing it alongside the first survey - continued working on the automation project, including trying the code and system that has been developed | 1) Provided an update on the GWFM project and successfully completed the daily tasks 2) Participated in the Leadgen Project Briefing and completed the briefing for the project 3) Managed the pilot testing of the survey, addressing the need to advertise it to reach the target respondents 4) Progressed with the second survey and continued working on the automation project | hasniza.i |

| | | | | | |
|------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 30/10/2023 | Week 6 | <p>1) To complete the daily tasks and update Mr. Afiq on the progress of the GWFM project</p> <p>2) To learn how to create project reports using Google Sheets by utilizing online resources for learning and problem-solving</p> <p>3) To work on the Atpace report and address any issues that arise</p> | <p>1) GWFM Project Daily Tasks (Morning)</p> <ul style="list-style-type: none"> - worked on and successfully completed the daily tasks for the GWFM project - updated Mr. Afiq on the progress of the project <p>2) Report Creation and Feedback (Morning to Evening)</p> <ul style="list-style-type: none"> - inquired with Mr. Afiq on how to create project reports - received an example report as reference and guidance - used Google Sheets to create the report, utilizing online tutorials for learning and problem-solving - focused on summarizing the report with the usage of Pivot Tables - utilized data exported from the Apollo system for the report - finished creating the report and informed Mr. Afiq about the report's completion and shared it with him - received feedback and suggestions from Mr. Afiq to make necessary adjustments <p>3) Atpace Report (Evening)</p> <ul style="list-style-type: none"> - noted some empty columns in the Atpace report - sought assistance from Mr. Afiq, Ms. Niza, and Ms. Satdiyaton to address the issue - despite efforts, the issue could not be resolved, and it was planned to continue working on it the following day | <p>1) Successfully completed the daily tasks for the GWFM project</p> <p>2) Created a project report using Google Sheets, learning and utilizing online resources</p> <p>3) Shared the completed report with Mr. Afiq and received valuable feedback</p> <p>4) Actively sought assistance for addressing issues in the Atpace report, despite not resolving them</p> | hasniza.i |
| 31/10/2023 | | <p>1) To complete the daily tasks for the GWFM project</p> <p>2) To work on Leadgen reporting and reach out to Mr. Afiq for assistance and discuss solutions</p> <p>3) To progress with the Atpace report</p> | <p>1) GWFM Project Daily Task (Morning)</p> <ul style="list-style-type: none"> - successfully completed the daily tasks for the GWFM project <p>2) Leadgen Reporting (Morning to Evening)</p> <ul style="list-style-type: none"> - worked on Leadgen reporting, focusing on gathering and analyzing project data - reached out to Mr. Afiq to ask questions and discuss solutions to challenges - continued working on the report and successfully completed it in the evening - informed Mr. Afiq about the completed report <p>3) Atpace Report Follow-Up (Afternoon)</p> <ul style="list-style-type: none"> - successfully resolved the issue with Ms. Connie's assistance - informed other team members about the resolution | <p>1) Efficiently completed the daily tasks for the GWFM project</p> <p>2) Progressed with Leadgen reporting and sought guidance from Mr. Afiq, resulting in the successful completion of the report</p> | hasniza.i |
| 01/11/2023 | | <p>1) To complete the daily tasks for the GWFM project and refine the GWFM report</p> <p>2) To finish the Atpace report and update team members on project progress and challenges</p> <p>3) To address changes in the format of raw data and discuss solution</p> | <p>1) GWFM Project (Morning to Evening)</p> <ul style="list-style-type: none"> - successfully completed the daily tasks for the GWFM project - worked on refining the GWFM report, focusing on enhancing its content and presentation - dedicated time to improve the quality of the report until the evening <p>2) Atpace Report (Evening)</p> <ul style="list-style-type: none"> - finished the Atpace report, which was subsequently updated in the team's Google Space - informed team members about any challenges faced during the report creation - noted changes in the format of raw data used for project tasks - collaborated with team members to discuss and devise solutions to address these changes for future work | <p>1) Successfully completed the daily tasks for the GWFM project, maintaining consistency in task completion</p> <p>2) Focused on refining the GWFM report to enhance its quality</p> <p>3) Completed and shared the Atpace report, keeping the team informed about any challenges</p> <p>4) Collaborated with team members to address changes in the raw data format and strategize for future work</p> | hasniza.i |
| 02/11/2023 | | <p>1) To complete the daily tasks for the GWFM project</p> <p>2) To check updates on the survey conduction</p> <p>3) To conduct research for the automation project</p> | <p>1) GWFM Project Daily Tasks (Morning)</p> <ul style="list-style-type: none"> - successfully completed the daily tasks for the GWFM project <p>2) Survey Conduction Updates (Morning to Evening)</p> <ul style="list-style-type: none"> - checked updates on the progress of survey conduction - reached the target number of responses for pilot testing of 'Survey: Pathways to Your Future' - received feedback on the survey and its progress - finalized the 'Shaping the BPO Industry: Insights from University Student' survey, making necessary adjustments - prepared for conducting pilot testing for the survey <p>3) Automation Project Research (Evening)</p> <ul style="list-style-type: none"> - conducted research for the automation project using online resources such as YouTube and Google | <p>1) Completed the daily tasks for the GWFM project as part of routine project management</p> <p>2) Reached the target number of responses for pilot testing in the 'Survey: Pathways to Your Future'</p> <p>3) Finalized the survey for 'Shaping the BPO Industry: Insights from University Student' and prepared for pilot testing</p> <p>4) Conducted research for the automation project, gaining insights from online resources</p> | hasniza.i |
| 03/11/2023 | | <p>1) To complete the daily tasks for the GWFM project</p> <p>2) To distribute the survey on social media to gather responses for pilot testing</p> <p>3) To make progress on the recruitment automation project</p> <p>4) To seek assistance and find solutions to project-related issues</p> <p>5) To finish and share the Atpace report with the team.</p> | <p>1) GWFM Project Daily (Morning)</p> <ul style="list-style-type: none"> - successfully completed the daily tasks for the GWFM project <p>2) Survey Distribution (Morning)</p> <ul style="list-style-type: none"> - distributed the survey on social media to collect responses for pilot testing <p>3) Recruitment Automation Project (Evening)</p> <ul style="list-style-type: none"> - worked on the recruitment automation project - reached out to Iman for assistance when faced with project-related issues - collaborated with Iman to find solutions for troubleshooting <p>4) Atpace Report (Evening)</p> <ul style="list-style-type: none"> - finished creating the Atpace report - updated the report in the team's Google Space for sharing with team members | <p>1) Successfully completed the daily tasks for the GWFM project, maintaining consistency in task completion</p> <p>2) Distributed the survey on social media to gather responses for pilot testing</p> <p>3) Made progress on the recruitment automation project and effectively sought assistance and found solutions for troubleshooting</p> <p>4) Completed and shared the Atpace report, keeping the team informed about project progress</p> | hasniza.i |
| 06/11/2023 | | <p>1) To complete the daily tasks for the GWFM project.</p> <p>2) To make progress on the recruitment automation project.</p> | <p>1) GWFM Project Daily Task (Morning)</p> <ul style="list-style-type: none"> - successfully completed the daily tasks for the GWFM project, maintaining routine project management <p>2) Recruitment Automation Project (Morning to Evening)</p> <ul style="list-style-type: none"> - engaged in the recruitment automation project to further its development - contacted Iman to discuss project details and progress - collaborated with Iman to divide tasks and find effective solutions for the project - explored coding aspects related to the recruitment automation project - conducted research to gather information and insights relevant to the project | <p>1) Efficiently completed the routine daily tasks for the GWFM project</p> <p>2) Made significant progress on the recruitment automation project through collaboration and task division with Iman</p> <p>3) Actively explored coding elements and conducted research to enhance understanding and contribute to the project</p> | hasniza.i |

| | | | | | |
|------------|--------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 07/11/2023 | Week 7 | <p>1) To complete the daily tasks for the GWFM project</p> <p>2) To participate in the team meeting and discuss project progress</p> <p>3) To explore the system and create a user manual for the chatbox</p> <p>4) To update the leadgen report and submit it to Mr. Afiq</p> <p>5) To finish updating the GWFM report</p> | <p>1) GWFM Project Daily Tasks (Morning) - successfully completed the daily tasks for the GWFM project, maintaining project management routine</p> <p>2) Team Meeting (Morning) - participated in the team meeting at 11 am - discussed progress on ongoing projects and tasks within the team</p> <p>3) New Task - Chatbox Exploration (Morning) - assigned a new task to work on a chatbox with Iman - explored the system and began creating a user manual for the chatbox</p> <p>4) Leadgen Report Update (Afternoon to Evening) - updated the leadgen report to reflect recent developments and findings - submitted the updated leadgen report to Mr. Afiq</p> <p>5) GWFM Report Update (Evening) - finished updating the GWFM report to provide accurate and current information</p> | <p>1) Successfully completed the daily tasks for the GWFM project</p> <p>2) Actively participated in the team meeting, contributing to project discussions</p> <p>3) Received a new task to work on a chatbox and initiated exploration of the system</p> <p>4) Updated the leadgen report, reflecting recent progress and findings</p> <p>5) Finished updating the GWFM report</p> | hasniza.i |
| 08/11/2023 | | <p>1) To complete the daily tasks for the GWFM project</p> <p>2) To work on the automation project</p> <p>3) To receive feedback from Mr. Afiq on the leadgen report and make necessary updates</p> | <p>1) GWFM Project Daily Tasks (Morning) - successfully completed the daily tasks for the GWFM project, maintaining routine project management</p> <p>2) Automation Project (Morning and Afternoon) - dedicated time to working on the automation project, making progress and contributing to its development</p> <p>3) Leadgen Report Feedback and Update (Evening) - received feedback from Mr. Afiq regarding the leadgen report - edited and updated the report to address the incomplete raw data and sent it back to Mr. Afiq</p> | <p>1) Consistently completed the daily tasks for the GWFM project, ensuring routine project management</p> <p>2) Made progress on the automation project, contributing to its development</p> <p>3) Received feedback on the leadgen report from Mr. Afiq and promptly updated it to ensure accuracy</p> | hasniza.i |
| 09/11/2023 | | <p>1) To complete the daily tasks for the GWFM project</p> <p>2) To send emails to all contacts and inquire about the next steps for the project</p> <p>3) To check the progress of survey data collection and pilot testing</p> <p>4) To explore the chatbox project</p> | <p>1) GWFM Project Daily Tasks (Morning) - successfully completed the daily tasks for the GWFM project, including sending emails to all contacts - informed Ms. Niza about the completion of the emails and inquired about the next steps for the GWFM project</p> <p>2) Survey Data Collection and Pilot Testing (Afternoon) - checked the progress of survey data collection and pilot testing - monitored responses and gathered insights for the ongoing survey project</p> <p>3) Chatbox Exploration (Evening) - dedicated time to exploring the chatbox project, gaining a deeper understanding of its functionalities</p> | <p>1) Successfully completed the daily tasks for the GWFM project, including sending emails to all contacts</p> <p>2) Inquired about the next steps for the GWFM project, ensuring clarity on project progression</p> <p>3) Checked and monitored the progress of survey data collection and pilot testing for ongoing projects</p> <p>4) Explored the chatbox project, contributing to its understanding and potential development</p> | hasniza.i |
| 10/11/2023 | | <p>1) To maintain the LinkedIn profile of the company</p> <p>2) To explore and plan tasks related to the LinkedIn profile</p> <p>3) To attend a meeting with Mdm Connie, Ms Izyan, and Iman for the Shopee project tasks</p> <p>4) To send WhatsApp invitations for part-time recruitment for the Shopee project</p> <p>5) To update a sheet tracker regarding the recruitment status for the Shopee project</p> <p>6) To participate in the townhall meeting with all staff</p> | <p>1) LinkedIn Profile Maintenance (Morning) - received a task from Ms. Niza to maintain the LinkedIn profile of the company - explored the LinkedIn platform and initiated initial planning for the assigned tasks</p> <p>2) Standby for Shopee Project (Evening) - on standby for potential tasks related to the Shopee project - attended a meeting with Mdm Connie, Ms Izyan, and Iman to receive tasks for the Shopee project</p> <p>3) Shopee Project Tasks (Evening) - assigned the task of sending WhatsApp invitations for part-time recruitment for the Shopee project - updated a sheet tracker regarding the recruitment status for the Shopee project</p> <p>4) Townhall Meeting (Evening) - participated in the townhall meeting at 5:30 pm with all staff members of the company</p> | <p>1) LinkedIn Profile Maintenance (Morning) - received a task from Ms. Niza to maintain the LinkedIn profile of the company - explored the LinkedIn platform and initiated initial planning for the assigned tasks</p> <p>2) Standby for Shopee Project (Evening) - on standby for potential tasks related to the Shopee project - attended a meeting with Mdm Connie, Ms Izyan, and Iman to receive tasks for the Shopee project</p> <p>3) Shopee Project Tasks (Evening) - assigned the task of sending WhatsApp invitations for part-time recruitment for the Shopee project - updated a sheet tracker regarding the recruitment status for the Shopee project</p> <p>4) Townhall Meeting (Evening) - participated in the townhall meeting at 5:30 pm with all staff members of the company</p> | hasniza.i |
| 13/11/2023 | | PUBLIC HOLIDAY (DEEPAVALI) | | | |
| 14/11/2023 | | <p>1) To work with Iman on the leadgen report for both Apollo and Salesmates systems</p> <p>2) To complete the updating of the leadgen report and submit it to Mr. Afiq</p> <p>3) To participate in the team meeting at 2 pm, providing updates on progress and discussing tasks</p> <p>4) To join the Shopee project meeting at 3 pm, updating progress and discussing tasks</p> <p>5) To update the GWFM report after the meetings</p> | <p>1) Leadgen Report Update (Morning) - collaborated with Iman on the leadgen report for both Apollo and Salesmates systems - completed the updating of the report and handed it over to Mr. Afiq</p> <p>2) Team Meeting (Afternoon) - participated in the team meeting at 2 pm to provide updates on current progress and discuss ongoing tasks within the team</p> <p>3) Shopee Project Meeting (Afternoon) - joined the Shopee project meeting at 3 pm to update the team on progress and discuss tasks related to the project</p> <p>4) GWFM Report Update (After Meetings) - after the meetings, dedicated time to updating the GWFM report, ensuring it reflects the latest developments</p> | <p>1) Successfully collaborated with Iman on the leadgen report, providing updates for both Apollo and Salesmates systems</p> <p>2) Completed and submitted the updated leadgen report to Mr. Afiq</p> <p>3) Actively participated in team and project meetings, contributing to discussions and providing valuable updates</p> <p>4) Updated the GWFM report to ensure it reflects the most recent project developments</p> | hasniza.i |

| | | | | | |
|------------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 15/11/2023 | Week 8 | <p>1) To create a summary report for the 'Survey: Pathway to the Future' pilot testing results</p> <p>2) To update Ms. Niza on the pilot testing results in the morning</p> <p>3) To work on and enhance the LinkedIn profile for the company</p> <p>4) To search for relevant topics and edit a poster for a LinkedIn post using Canva</p> <p>5) To make a LinkedIn post and update Ms. Niza on the activity</p> <p>6) To connect with 15 people on LinkedIn, documenting the task in Google Sheets</p> <p>7) To join the Shopee project meeting at 3 pm for updates</p> | <p>1) Pilot Testing Summary Report (Morning) - created a summary report for the 'Survey: Pathway to the Future' pilot testing results - updated Ms. Niza on the morning progress and findings</p> <p>2) LinkedIn Profile Enhancement (Morning to Noon) - worked on improving the LinkedIn profile for the company - conducted searches for relevant topics and edited a poster for a LinkedIn post using Canva</p> <p>3) LinkedIn Post (Noon) - posted a relevant update on the company's LinkedIn account - informed Ms. Niza about the LinkedIn post and its content</p> <p>4) LinkedIn Connection Task (Afternoon) - connected with 15 people on LinkedIn as per the assigned task - recorded and documented the connections in Google Sheets for proper documentation</p> <p>5) Shopee Project Meeting (Afternoon) - joined the Shopee project meeting at 3 pm to provide and receive updates on the project</p> | <p>1) Successfully created a summary report for the pilot testing results</p> <p>2) Improved the LinkedIn profile and made a relevant post on the platform</p> <p>3) Connected with 15 people on LinkedIn and documented the task in Google Sheets</p> <p>4) Actively participated in the Shopee project meeting, staying informed about project updates</p> | hasniza.i |
| 16/11/2023 | | <p>1) To join a training meeting for the Shopee project as a supervisor</p> <p>2) To assist the trainer and supervise trainee agents during the training</p> <p>3) To provide regular updates to the internal team regarding the training</p> <p>4) To participate in the Shopee project meeting at 3 pm for updates and discussions</p> | <p>1) Shopee Project Training (Morning to Evening) - joined a training meeting for the Shopee project as a supervisor - assisted the trainer and supervised trainee agents during the training sessions - provided updates to the internal team regarding the progress and any notable observations</p> <p>2) Internal Updates (Throughout the Day) - continuously updated the internal team on the status of the Shopee project training - addressed any concerns or issues that arose during the training</p> <p>3) Shopee Project Meeting (Afternoon) - joined the Shopee project meeting at 3 pm for updates and discussions - shared insights and progress updates from the training session</p> | <p>1) Successfully participated as a supervisor in the Shopee project training</p> <p>2) Provided effective assistance to the trainer and maintained supervision over trainee agents</p> <p>3) Kept the internal team well-informed with regular updates throughout the day</p> <p>4) Actively contributed to the discussions during the Shopee project meeting</p> | hasniza.i |
| 17/11/2023 | | <p>1) To attend training day 2 as a supervisor for the Shopee project</p> <p>2) To provide updates to the internal team throughout the day</p> <p>3) To attend the Shopee project meeting at 3 pm for updates and discussions</p> <p>4) To participate in a meeting with the internal team to discuss the next tasks</p> <p>5) To blast WhatsApp invitations for the next batch and update the sheets tracker for status</p> | <p>1) Shopee Project Training (Morning to Evening) - attended training day 2 as a supervisor for the Shopee project - provided continuous updates to the internal team on the progress of the training</p> <p>2) Google Spaces Update (Morning) - updated the current active list in the Shopee project Google Spaces</p> <p>3) Shopee Project Meeting (Evening) - attended the Shopee project meeting at 3 pm for updates and discussions - shared insights and progress updates from the ongoing training</p> <p>4) Internal Team Meeting (Evening) - participated in a meeting with the internal team to discuss the next tasks and projects</p> <p>5) WhatsApp Invitation Blast (Evening) - proceeded with blasting WhatsApp invitations for the next batch of the Shopee project - updated the sheets tracker to keep track of the status of the invitations</p> | <p>1) Successfully supervised training day 2 for the Shopee project</p> <p>2) Maintained consistent communication by providing updates to the internal team</p> <p>3) Updated the Google Spaces and sheets tracker for accurate project documentation</p> <p>4) Actively participated in meetings, contributing to discussions and sharing insights</p> | hasniza.i |

| Date | Week | Objective | Activities | Achievements | SV Remarks |
|------------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 20/11/2023 | Week 9 | 1) To attend training day 3 as a supervisor for the Shopee project 2) To provide updates to the internal team throughout the day 3) To attend the Shopee project meeting at 3 pm for updates and discussions 4) To participate in a meeting with the internal team to discuss the next tasks | 1) Shopee Project Training (Morning to Evening) - attended training day 3 as a supervisor for the Shopee project - provided continuous updates to the internal team on the progress of the training 2) Google Spaces Update (Morning) - updated the current active list in the Shopee project Google Spaces 3) Shopee Project Meeting (Evening) - attended the Shopee project meeting at 3 pm for updates and discussions - shared insights and progress updates from the ongoing training 4) Internal Team Meeting (Evening) - participated in a meeting with the internal team to discuss the next tasks and projects | 1) Successfully supervised training day 3 for the Shopee project 2) Maintained consistent communication by providing updates to the internal team 3) Updated the Google Spaces and sheets tracker for accurate project documentation 4) Actively participated in meetings, contributing to discussions and sharing insights | hasniza.i |
| 21/11/2023 | | 1) To attend training day 1 as a supervisor for the BATCH2111 Shopee project 2) To provide updates to the internal team throughout the day 3) To attend the Shopee project meeting at 3 pm for updates and discussions 4) To participate in a meeting with the internal team to discuss the next tasks 5) To update the leadgen report and submit it to Business Intelligence Space | 1) Shopee Project Training (Morning to Evening) - attended training day 1 as a supervisor for the Shopee project - provided continuous updates to the internal team on the progress of the training 2) Google Spaces Update (Morning) - updated the current active list in the Shopee project Google Spaces 3) Shopee Project Meeting (Evening) - attended the Shopee project meeting at 3 pm for updates and discussions - shared insights and progress updates from the ongoing training 4) Internal Team Meeting (Evening) - participated in a meeting with the internal team to discuss the next tasks and projects 5) Leadgen Report Update (Evening) - updated the leadgen report to reflect recent developments and findings - submitted the updated leadgen report to Business Intelligence Space | 1) Successfully supervised training day 1 for the BATCH2111 Shopee project 2) Maintained consistent communication by providing updates to the internal team 3) Updated the Google Spaces and sheets tracker for accurate project documentation 4) Actively participated in meetings, contributing to discussions and sharing insights 5) Updated the leadgen report, reflecting recent progress and findings | hasniza.i |
| 22/11/2023 | | 1) To attend training day 2 as a supervisor for the BATCH2111 Shopee project 2) To provide updates to the internal team throughout the day 3) To attend the Shopee project meeting at 3 pm for updates and discussions 4) To participate in a meeting with the internal team to discuss the next tasks | 1) Shopee Project Training (Morning to Evening) - attended training day 2 as a supervisor for the Shopee project - provided continuous updates to the internal team on the progress of the training 2) Google Spaces Update (Morning) - updated the current active list in the Shopee project Google Spaces 3) Shopee Project Meeting (Evening) - attended the Shopee project meeting at 3 pm for updates and discussions - shared insights and progress updates from the ongoing training 4) Internal Team Meeting (Evening) - participated in a meeting with the internal team to discuss the next tasks and projects | 1) Successfully supervised training day 2 for the BATCH2111 Shopee project 2) Maintained consistent communication by providing updates to the internal team 3) Updated the Google Spaces and sheets tracker for accurate project documentation 4) Actively participated in meetings, contributing to discussions and sharing insights | hasniza.i |
| 23/11/2023 | | 1) To attend training day 3 as a supervisor for the BATCH2111 Shopee project 2) To provide updates to the internal team throughout the day 3) To attend the Shopee project meeting at 3 pm for updates and discussions 4) To participate in a meeting with the internal team to discuss the next tasks | 1) Shopee Project Training (Morning to Evening) - attended training day 3 as a supervisor for the Shopee project - provided continuous updates to the internal team on the progress of the training 2) Google Spaces Update (Morning) - updated the current active list in the Shopee project Google Spaces 3) Shopee Project Meeting (Evening) - attended the Shopee project meeting at 3 pm for updates and discussions - shared insights and progress updates from the ongoing training 4) Internal Team Meeting (Evening) - participated in a meeting with the internal team to discuss the next tasks and projects | 1) Successfully supervised training day 3 for the BATCH2111 Shopee project 2) Maintained consistent communication by providing updates to the internal team 3) Updated the Google Spaces and sheets tracker for accurate project documentation 4) Actively participated in meetings, contributing to discussions and sharing insights | hasniza.i |
| 24/11/2023 | | 1) To attend training day 1 as a supervisor for the BATCH2411 Shopee project 2) To provide updates to the internal team throughout the day 3) To attend the Shopee project meeting at 3 pm for updates and discussions 4) To participate in a meeting with the internal team to discuss the next tasks | 1) Shopee Project Training (Morning to Evening) - attended training day 1 as a supervisor for the Shopee project - provided continuous updates to the internal team on the progress of the training 2) Google Spaces Update (Morning) - updated the current active list in the Shopee project Google Spaces 3) Shopee Project Meeting (Evening) - attended the Shopee project meeting at 3 pm for updates and discussions - shared insights and progress updates from the ongoing training 4) Internal Team Meeting (Evening) - participated in a meeting with the internal team to discuss the next tasks and projects | 1) Successfully supervised training day 1 for the BATCH2411 Shopee project 2) Maintained consistent communication by providing updates to the internal team 3) Updated the Google Spaces and sheets tracker for accurate project documentation 4) Actively participated in meetings, contributing to discussions and sharing insights | hasniza.i |
| 27/11/2023 | | 1) To attend training day 2 as a supervisor for the BATCH2411 Shopee project 2) To provide updates to the internal team throughout the day 3) To attend the Shopee project meeting at 3 pm for updates and discussions 4) To participate in a meeting with the internal team to discuss the next tasks | 1) Shopee Project Training (Morning to Evening) - attended training day 2 as a supervisor for the Shopee project - provided continuous updates to the internal team on the progress of the training 2) Google Spaces Update (Morning) - updated the current active list in the Shopee project Google Spaces 3) Shopee Project Meeting (Evening) - attended the Shopee project meeting at 3 pm for updates and discussions - shared insights and progress updates from the ongoing training 4) Internal Team Meeting (Evening) - participated in a meeting with the internal team to discuss the next tasks and projects | 1) Successfully supervised training day 2 for the BATCH2411 Shopee project 2) Maintained consistent communication by providing updates to the internal team 3) Updated the Google Spaces and sheets tracker for accurate project documentation 4) Actively participated in meetings, contributing to discussions and sharing insights | hasniza.i |

| | | | | | |
|------------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 28/11/2023 | Week 10 | <p>1) To attend training day 3 as a supervisor for the BATCH2411 Shopee project</p> <p>2) To provide updates to the internal team throughout the day</p> <p>3) To attend the Shopee project meeting at 3 pm for updates and discussions</p> <p>4) To participate in a meeting with the internal team to discuss the next tasks</p> <p>5) To update the leadgen report and submit it to Business Intelligence Space</p> | <p>1) Shopee Project Training (Morning to Evening) - attended training day 3 as a supervisor for the Shopee project - provided continuous updates to the internal team on the progress of the training</p> <p>2) Google Spaces Update (Morning) - updated the current active list in the Shopee project Google Spaces</p> <p>3) Shopee Project Meeting (Evening) - attended the Shopee project meeting at 3 pm for updates and discussions - shared insights and progress updates from the ongoing training</p> <p>4) Internal Team Meeting (Evening) - participated in a meeting with the internal team to discuss the next tasks and projects</p> <p>5) Leadgen Report Update (Evening) - updated the leadgen report to reflect recent developments and findings - submitted the updated leadgen report to Business Intelligence Space</p> | <p>1) Successfully supervised training day 3 for the BATCH2411 Shopee project</p> <p>2) Maintained consistent communication by providing updates to the internal team</p> <p>3) Updated the Google Spaces and sheets tracker for accurate project documentation</p> <p>4) Actively participated in meetings, contributing to discussions and sharing insights</p> <p>5) Updated the leadgen report, reflecting recent progress and findings</p> | hasniza.i |
| 29/11/2023 | | <p>1) To attend training day 1 as a supervisor for the BATCH2911 Shopee project</p> <p>2) To provide updates to the internal team throughout the day</p> <p>3) To attend the Shopee project meeting at 3 pm for updates and discussions</p> <p>4) To participate in a meeting with the internal team to discuss the next tasks</p> | <p>1) Shopee Project Training (Morning to Evening) - attended training day 1 as a supervisor for the Shopee project - provided continuous updates to the internal team on the progress of the training</p> <p>2) Google Spaces Update (Morning) - updated the current active list in the Shopee project Google Spaces</p> <p>3) Shopee Project Meeting (Evening) - attended the Shopee project meeting at 3 pm for updates and discussions - shared insights and progress updates from the ongoing training</p> <p>4) Internal Team Meeting (Evening) - participated in a meeting with the internal team to discuss the next tasks and projects</p> | <p>1) Successfully supervised training day 1 for the BATCH2911 Shopee project</p> <p>2) Maintained consistent communication by providing updates to the internal team</p> <p>3) Updated the Google Spaces and sheets tracker for accurate project documentation</p> <p>4) Actively participated in meetings, contributing to discussions and sharing insights</p> | hasniza.i |
| 30/11/2023 | | <p>1) To attend training day 2 as a supervisor for the BATCH2911 Shopee project</p> <p>2) To provide updates to the internal team throughout the day</p> <p>3) To attend the Shopee project meeting at 3 pm for updates and discussions</p> <p>4) To participate in a meeting with the internal team to discuss the next tasks</p> | <p>1) Shopee Project Training (Morning to Evening) - attended training day 2 as a supervisor for the Shopee project - provided continuous updates to the internal team on the progress of the training</p> <p>2) Google Spaces Update (Morning) - updated the current active list in the Shopee project Google Spaces</p> <p>3) Shopee Project Meeting (Evening) - attended the Shopee project meeting at 3 pm for updates and discussions - shared insights and progress updates from the ongoing training</p> <p>4) Internal Team Meeting (Evening) - participated in a meeting with the internal team to discuss the next tasks and projects</p> | <p>1) Successfully supervised training day 2 for the BATCH2911 Shopee project</p> <p>2) Maintained consistent communication by providing updates to the internal team</p> <p>3) Updated the Google Spaces and sheets tracker for accurate project documentation</p> <p>4) Actively participated in meetings, contributing to discussions and sharing insights</p> | hasniza.i |
| 01/12/2023 | | <p>1) To attend training day 3 as a supervisor for the BATCH2911 Shopee project</p> <p>2) To provide updates to the internal team throughout the day</p> <p>3) To attend the Shopee project meeting at 3 pm for updates and discussions</p> <p>4) To participate in a meeting with the internal team to discuss the next tasks</p> | <p>1) Shopee Project Training (Morning to Evening) - attended training day 3 as a supervisor for the Shopee project - provided continuous updates to the internal team on the progress of the training</p> <p>2) Google Spaces Update (Morning) - updated the current active list in the Shopee project Google Spaces</p> <p>3) Shopee Project Meeting (Evening) - attended the Shopee project meeting at 3 pm for updates and discussions - shared insights and progress updates from the ongoing training</p> <p>4) Internal Team Meeting (Evening) - participated in a meeting with the internal team to discuss the next tasks and projects</p> | <p>1) Successfully supervised training day 3 for the BATCH2911 Shopee project</p> <p>2) Maintained consistent communication by providing updates to the internal team</p> <p>3) Updated the Google Spaces and sheets tracker for accurate project documentation</p> <p>4) Actively participated in meetings, contributing to discussions and sharing insights</p> | hasniza.i |
| 04/12/2023 | | <p>1) To attend a briefing with Mdm Connie on the operation of the Shopee project</p> <p>2) To start the operation of the Shopee project, where agents go live and begin working</p> <p>3) To update attendance records and extract raw data from the Shopee InHouse system</p> <p>4) To keep track of agents' login hours, productivity, and total cases throughout the day</p> <p>5) To follow the timetable created by Kak Connie for pulling out data</p> <p>6) To collaborate with Iman and Izyan for effective operation management</p> | <p>1) Project Briefing (Morning) - attended a meeting with Mdm Connie, Iman, and Izyan for a briefing on the Shopee project operation</p> <p>2) Operation Commencement (Throughout the Day) - initiated the operation of the Shopee project as agents went live and started working - updated attendance records and extracted raw data from the Shopee InHouse system</p> <p>3) Data Tracking (Throughout the Day) - kept track of agents' login hours, productivity, and total cases according to the timetable - collaborated with Iman to manage the operation effectively</p> <p>4) Shift Arrangement (For Future Days) - collaborated with Iman to arrange shifts for efficient coverage, with shifts starting at different times - decided to work from 7 am to 4:30 pm, while Iman's shift will be from 2 pm to 11:30 pm</p> <p>5) Agent Support and Internal Communication (Throughout the Day) - assisted agents in resolving any issues they faced during the operation - maintained communication within the internal group to provide updates and address concerns</p> | <p>1) Successfully initiated the Shopee project operation with effective data tracking</p> <p>2) Collaborated with team members to arrange shifts for comprehensive coverage</p> <p>3) Updated attendance records and extracted raw data as per the timetable</p> | hasniza.i |

| | | | | | |
|------------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 05/12/2023 | Week 11 | <p>1) To update agents' attendance, login hours, productivity, and total cases</p> <p>2) To extract raw data from the Shopee InHouse system for tracking purposes</p> <p>3) To attend the Shopee team meeting at 3 pm for progress updates</p> <p>4) To interact with the internal team to address agents' issues and problems</p> <p>5) To complete the Leadgen report and update it to the Business Intelligence Space</p> | <p>1) Data Tracking (Throughout the Day) - updated agents' attendance, login hours, productivity, and total cases regularly - extracted raw data from the Shopee InHouse system to ensure accurate tracking</p> <p>2) Shopee Team Meeting (Afternoon) - attended the Shopee team meeting at 3 pm to provide and receive progress updates - shared insights and discussed any challenges or notable observations</p> <p>3) Internal Communication (Throughout the Day) - interacted with the internal team to provide updates on agents' issues and problems - collaborated with team members to address and resolve any ongoing concerns</p> <p>4) Leadgen Report (Evening) - completed the Leadgen report, summarizing relevant data and insights - updated the report to the Business Intelligence Space for team access</p> | <p>1) Successfully maintained accurate data tracking for agents' performance in the Shopee project</p> <p>2) Actively participated in the Shopee team meeting, contributing insights and updates</p> <p>3) Effectively addressed and resolved agents' issues through collaboration with the internal team</p> <p>4) Completed and updated the Leadgen report, providing valuable insights for business intelligence</p> | hasniza.i |
| 06/12/2023 | | <p>1) To update agents' attendance, login hours, productivity, and total cases</p> <p>2) To extract raw data from the Shopee InHouse system for tracking purposes</p> <p>3) To attend the Shopee team meeting at 3 pm for progress updates</p> <p>4) To interact with the internal team to address agents' issues and problems</p> | <p>1) Data Tracking (Throughout the Day) - updated agents' attendance, login hours, productivity, and total cases regularly - extracted raw data from the Shopee InHouse system to ensure accurate tracking</p> <p>2) Shopee Team Meeting (Afternoon) - attended the Shopee team meeting at 3 pm to provide and receive progress updates - shared insights and discussed any challenges or notable observations</p> <p>3) Internal Communication (Throughout the Day) - interacted with the internal team to provide updates on agents' issues and problems - collaborated with team members to address and resolve any ongoing concerns</p> | <p>1) Successfully maintained accurate data tracking for agents' performance in the Shopee project</p> <p>2) Actively participated in the Shopee team meeting, contributing insights and updates</p> <p>3) Effectively addressed and resolved agents' issues through collaboration with the internal team</p> | hasniza.i |
| 07/12/2023 | | <p>1) To update agents' attendance, login hours, productivity, and total cases</p> <p>2) To extract raw data from the Shopee InHouse system for tracking purposes</p> <p>3) To attend the Shopee project team meeting at 3 pm for progress updates</p> <p>4) To proceed with the LinkedIn task, connecting with people</p> | <p>1) Data Tracking (Throughout the Day) - updated agents' attendance, login hours, productivity, and total cases - extracted raw data from the Shopee InHouse system to ensure accurate tracking</p> <p>2) Shopee Team Meeting (Afternoon) - attended the Shopee project team meeting at 3 pm to provide and receive progress updates - shared insights and discussed any challenges or notable observations</p> <p>3) LinkedIn Task (Evening) - proceeded with the LinkedIn task, connecting with people in the BPO industry community - documented connections and engaged in professional networking activities</p> | <p>1) Successfully maintained accurate data tracking for agents' performance in the Shopee project</p> <p>2) Actively participated in the Shopee team meeting, contributing insights and updates</p> <p>3) Initiated professional connections on LinkedIn as part of the assigned task</p> | hasniza.i |
| 08/12/2023 | | <p>1) To update agents' attendance, login hours, productivity, and total cases</p> <p>2) To extract raw data from the Shopee InHouse system for tracking purposes</p> <p>3) To attend the Shopee project team meeting at 3 pm for progress updates</p> <p>4) To proceed with the LinkedIn task, connecting with people</p> | <p>1) Data Tracking (Throughout the Day) - continued to update agents' attendance, login hours, productivity, and total cases - extracted raw data from the Shopee InHouse system to ensure accurate tracking</p> <p>2) Shopee Team Meeting (Afternoon) - attended the Shopee project team meeting at 3 pm to provide and receive progress updates - shared insights and discussed any challenges or notable observations</p> <p>3) LinkedIn Task (Evening) - continued with the LinkedIn task, connecting with people in the BPO industry community - documented connections and engaged in professional networking activities</p> | <p>1) Maintained consistent and accurate data tracking for agents' performance in the Shopee project</p> <p>2) Actively participated in the Shopee team meeting, contributing insights and updates</p> <p>3) Expanded professional connections on LinkedIn as part of the assigned task</p> | hasniza.i |
| 11/12/2023 | | PUBLIC HOLIDAY (SULTAN OF SELANGOR'S BIRTHDAY) | | | |
| 12/12/2023 | | <p>1) To attend the weekly team meeting at 10:30 am</p> <p>2) To catch up on tasks that were on hold due to the completion of the Shopee project</p> <p>3) To receive a new task of preparing for a webinar</p> <p>4) To refer back to the task tracker and update Google Spaces with plans for the week</p> <p>5) To complete and update the Leadgen report</p> <p>6) To connect with people on LinkedIn</p> | <p>1) Team Meeting (Morning) - attended the weekly team meeting at 10:30 am - discussed catching up on on-hold tasks and received a new task to prepare for a webinar</p> <p>2) Task Planning (After Meeting) - rechecked tasks and made a rough plan for the remaining weeks - updated the plan in Google Spaces, detailing tasks and objectives</p> <p>3) Leadgen Report (Evening) - completed and updated the Leadgen report - submitted the report in the designated space for team access</p> <p>4) LinkedIn Task (Evening) - completed the task of connecting with people on LinkedIn - documented connections and engaged in professional networking activities</p> | <p>1) Actively participated in the team meeting, discussing task priorities and new assignments</p> <p>2) Successfully updated the task tracker and Google Spaces with plans for the remaining week</p> <p>3) Completed and submitted the Leadgen report, providing valuable insights for the team</p> <p>4) Expanded professional connections on LinkedIn as part of the assigned task</p> | hasniza.i |
| 13/12/2023 | | <p>1) To conduct research for the initial planning of the upcoming webinar</p> <p>2) To review inputs from team members for additional information and insights</p> <p>3) To assist Ms. Niza in updating information on the Salesmate system based on a data file</p> | <p>1) Webinar Planning (Morning) - conducted research for the initial planning of the upcoming webinar - reviewed inputs provided by Sheng Zong and Janani for additional information and insights - noted down key points and suggestions for the webinar</p> <p>2) Salesmate System Update (Evening) - assisted Ms. Niza in updating information on the Salesmate system - used the provided data file to update the required fields - maintained clear communication with Ms. Niza throughout the process</p> | <p>1) Progressed with the initial planning of the webinar, gathering valuable information</p> <p>2) Reviewed and incorporated inputs from team members for a comprehensive webinar plan</p> <p>3) Provided assistance to Ms. Niza by updating information on the Salesmate system</p> | hasniza.i |

| | | | | | |
|------------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 14/12/2023 | Week 12 | <p>1) To complete the task of updating the Salesmate system</p> <p>2) To inform Ms. Niza about the completion of the Salesmate system update</p> <p>3) To potentially assist the Proton team in updating a report</p> <p>4) To join a meeting with Mdm Connie to collectively update a report</p> <p>5) To proceed with the LinkedIn task of connecting with people</p> | <p>1) Salesmate System Update (Morning)</p> <ul style="list-style-type: none"> - completed the task of updating information on the Salesmate system - ensured all required fields were accurately updated - informed Ms. Niza about the successful completion of the task <p>2) Proton Team Assistance (Afternoon)</p> <ul style="list-style-type: none"> - received information from Ms. Niza about a potential assistance request from the Proton team - prepared for potential collaboration with the Proton team for report updating <p>3) Report Updating Meeting (Evening)</p> <ul style="list-style-type: none"> - joined a meeting with Mdm Connie to collectively update a report - collaborated with team members to ensure accurate and comprehensive report updates <p>4) LinkedIn Task (Evening)</p> <ul style="list-style-type: none"> - after the meeting, proceeded with the LinkedIn task of connecting with people - sent connection requests and engaged in professional networking activities | <p>1) Successfully completed the Salesmate system update, ensuring accurate and up-to-date information</p> <p>2) Collaborated with the team in updating a report during the meeting</p> <p>3) Actively participated in the LinkedIn task, expanding professional connections</p> | hasniza.i |
| 15/12/2023 | | <p>1) To continue the initial planning for the upcoming webinar</p> <p>2) To conduct research and make updates for the webinar preparation</p> <p>3) To perform the final blast for the survey, 'Shaping the BPO Industry: Insights from University Students'</p> | <p>1) Webinar Planning (Morning to Evening)</p> <ul style="list-style-type: none"> - continued the initial planning for the upcoming webinar - conducted research and gathered information to enhance the webinar preparation - made updates to the webinar plan based on the research findings <p>2) Survey Final Blast (Evening)</p> <ul style="list-style-type: none"> - conducted the final blast for the survey, 'Shaping the BPO Industry: Insights from University Students' - prepared communication materials for the survey blast - scheduled data collection to occur over the weekend, with closure on Monday | <p>1) Progressed with the initial planning for the webinar, incorporating research insights</p> <p>2) Successfully conducted the final blast for the survey, initiating the data collection phase</p> | hasniza.i |

| Date | Week | Objective | Activities | Achievements | SV Remarks |
|------------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 18/12/2023 | Week 13 | 1) To update progress on the tracker for the Business Intelligence team 2) To focus on the survey task after the LinkedIn task was reassigned 3) To prepare for upcoming team meetings with the Business Intelligence team and Mr. Ajay 4) To discuss and plan the blasting task with Mdm. Connie 5) To work on the script for the blasting task | 1) Tracker Update (Morning) - Ms. Niza contacted for a progress update on the Business Intelligence team tracker - provided updates on completed tasks and current status 2) Survey Task (Morning and Afternoon) - focused on the survey task after the LinkedIn task was reassigned - worked on survey-related activities, including data collection and analysis 3) Team Meetings Announcement (Afternoon) - Ms. Niza informed the team about upcoming meetings: Business Intelligence team meeting and a meeting with Mr. Ajay - prepared for the scheduled team meetings 4) Blasting Task Discussion (Afternoon) - Ms. Niza personally approached to discuss a blasting task for Shopee Agents and TLs - planned the task and discussed details with Mdm. Connie for further coordination 5) Blasting Script Preparation (Evening) - worked on scripting for the blasting task, ensuring clarity and effectiveness - continued with survey-related tasks in the evening | 1) Provided timely updates on the tracker for the Business Intelligence team 2) Successfully transitioned focus to the survey task after the LinkedIn task reassignment 3) Prepared for upcoming team meetings and initiated discussions for the blasting task | hasniza.i |
| 19/12/2023 | | 1) Discuss and plan the blasting task with Mdm. Connie 2) Attend the team meeting to provide updates and discuss assigned tasks 3) Work on the script for the blasting task 4) Make progress on the webinar preparation, including finding a draft program and creating an invitation email template 5) Continue preparing draft questions for the BPO Startup Prospect Research survey | 1) Blasting Task Discussion (Morning) - approached Mdm. Connie to discuss details regarding the blasting task - discussed the scope, audience, and objectives for the task 2) Team Meeting (Morning) - participated in the team meeting to share progress updates and discuss assigned tasks - collaborated with team members to ensure alignment on project goals 3) Blasting Script (Morning and Afternoon) - worked on crafting the script for the blasting task - ensured clarity and effectiveness in the messaging 4) Webinar Preparation (Afternoon to Evening) - made progress on webinar preparation by searching for a draft program - created an initial draft for the invitation email template for the webinar 5) Survey Preparation (Afternoon to Evening) - advanced the preparation for the BPO Startup Prospect Research survey - developed draft questions to be included in the survey | 1) Discussed and planned the blasting task with Mdm. Connie, ensuring clarity on objectives 2) Contributed to the team meeting, sharing updates and collaborating on tasks 3) Made progress on the blasting script, webinar preparation, and survey draft questions | hasniza.i |
| 20/12/2023 | | 1) Assist in updating the Leave Report 2) Resolve login issues with the Apollo system 3) Update the Leadgen report and inform the team 4) Work on the webinar preparation 5) Continue progress on the BPO Startup Prospect Research survey | 1) Leave Report Update (Morning) - assisted in updating the Leave Report as requested by Ms. Niza - received last week's report and the latest raw data for the current week - discussed and sought guidance from Ms. Niza to address any challenges 2) Apollo System Issue Resolution (Morning) - worked on resolving login issues with the Apollo system - ensured successful access to the system for ongoing tasks 3) Leadgen Report Update (Morning) - updated the Leadgen report with the latest information - communicated the completion and shared updates in the team space 4) Webinar and Survey Work (Afternoon to Evening) - progressed with tasks related to webinar preparation - continued working on the BPO Startup Prospect Research survey 5) Meeting Announcement (Noon) - informed the team about the change in the meeting schedule with Mr. Ajay | 1) Successfully assisted in updating the Leave Report and addressed login issues with the Apollo system 2) Completed the Leadgen report update and communicated progress to the team 3) Advanced tasks related to the webinar preparation and BPO Startup Prospect Research survey | hasniza.i |
| 21/12/2023 | | 1) Advance progress on the BPO Startup Prospect Research survey 2) Seek approval and prioritize survey questions from Ms. Niza 3) Work on the script for Google Review/LinkedIn Connection blasting 4) Share scripts for review with Ms. Niza and Mdm Connie 5) Prepare for a detailed discussion about the webinar with Ms. Niza | 1) Survey Preparation (Morning) - drafted questions for the BPO Startup Prospect Research survey - attached the Google Sheet link to the main tracker - requested Ms. Niza's review and prioritization of survey questions 2) Blasting Script Work (Morning) - worked on the script for the Google Review/LinkedIn Connection blasting - shared access to the script for review with both Ms. Niza and Mdm Connie 3) Meeting Arrangement (Noon) - informed the team about Ms. Niza's intention to discuss the webinar in detail - prepared for the upcoming meeting scheduled for tomorrow 4) Survey and Blasting Feedback (Evening) - received feedback from Ms. Niza regarding the survey questions - informed the team about the readiness of the Google Form and email template for the survey - confirmed the blasting template's readiness for action | 1) Progressed significantly with survey preparation, seeking feedback and approval 2) Completed the script for the Google Review/LinkedIn Connection blasting 3) Shared all relevant documents for review and feedback with Ms. Niza and Mdm Connie | hasniza.i |

| | | | | | |
|------------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 22/12/2023 | | <p>1) Discuss plans for the company meetup in January with team members</p> <p>2) Update Ms. Niza on ideas for the upcoming webinar and plan out the checklist</p> <p>3) Design posters for the webinar, including promotional, official, and background posters</p> <p>4) Develop a catchy theme for the posters and prepare content related to remote work</p> | <p>1) Company Meetup Discussion (Morning) - participated in a quick meeting with team members to discuss plans for the company meetup in January</p> <p>2) Webinar Planning and Updates (Morning) - shared ideas with Ms. Niza for the upcoming webinar, focusing on preparations before, during, and after the event - proposed elements such as promotional posts, registration forms, posters, email invitations, presentation slides, and post-webinar materials - offered to design the promotional, official, and background posters for the webinar</p> <p>3) Webinar Poster Design (Evening) - initiated the design of promotional, official, and webinar background posters - brainstormed and crafted a catchy theme for the posters, emphasizing the remote work aspect - worked on the design elements to align with the theme and highlight the BPO industry</p> | <p>1) Collaborated with the team on planning for the January company meetup</p> <p>2) Shared comprehensive ideas for the upcoming webinar, covering various stages of the event</p> <p>3) Began the design process for promotional, official, and background posters, incorporating a catchy remote work theme</p> | hasniza.i |
| 25/12/2023 | | PUBLIC HOLIDAY (CHRISTMAS DAY) | | | |
| 26/12/2023 | | <p>1) Update the Leadgen report and share it in the team space</p> <p>2) Work on the survey form, prepare the email template, and seek Ms. Niza's review</p> <p>3) Export data and filter email contacts with the status "Opened"</p> <p>4) Create a Gantt chart for the survey and make progress on related tasks</p> | <p>1) Leadgen Report Update (Morning) - received information from Afiq about updating a new summary tab for Steve - worked on updating the Leadgen report and shared the latest version in the team space</p> <p>2) Survey Form and Email Template (Morning) - developed the survey form, including preparing the email template - requested Ms. Niza's review for the survey form</p> <p>3) Export and Filter Data (Morning) - exported data and filtered email contacts with the status "Opened" - updated the range for all and the latest 6 months as requested by Ms. Niza</p> <p>4) Survey Gantt Chart (Evening) - created a Gantt chart for the survey project - worked on updating progress related to the survey tasks</p> | <p>1) Successfully updated the Leadgen report and shared it with the team</p> <p>2) Developed the survey form and email template, awaiting feedback from Ms. Niza</p> <p>3) Exported and filtered data, meeting specific criteria outlined by Ms. Niza</p> <p>4) Completed a Gantt chart for the survey project and made progress on related tasks</p> | hasniza.i |
| 27/12/2023 | Week 14 | <p>1) Finalize the content and slides for the upcoming webinar</p> <p>2) Complete the finalization of the survey form and email template</p> <p>3) Export contacts for blasting and work on creating a compelling introduction and objectives for the email template</p> <p>4) Finalize questions to send to prospects</p> <p>5) Prepare for the meeting with Mr. Ajay in the evening</p> | <p>1) Webinar Preparation (Morning) - finalized the content and slides for the upcoming webinar - ensured all necessary details and information were incorporated into the presentation</p> <p>2) Survey Finalization (Morning) - completed the finalization of the survey form and email template - exported contacts for blasting purposes</p> <p>3) Email Template Enhancement (Morning) - worked on creating a compelling introduction and outlining objectives for the email template - ensured the email content is engaging and informative</p> <p>4) Prospect Questions (Morning) - finalized the set of questions to send to prospects, ensuring clarity and relevance</p> <p>5) Evening Meeting and Preparation (Evening) - participated in the team meeting to discuss progress on tasks - prepared for the evening meeting with Mr. Ajay</p> | <p>1) Finalized the content and slides for the upcoming webinar</p> <p>2) Completed the finalization of the survey form and email template</p> <p>3) Worked on creating a compelling introduction and outlining objectives for the email template</p> <p>4) Finalized the set of questions to send to prospects</p> <p>5) Participated in the team meeting to discuss progress on tasks and prepared for the evening meeting with Mr. Ajay</p> | hasniza.i |
| 28/12/2023 | | <p>1) Collaborate with Ms. Kaysa for the job opportunities segment of the upcoming webinar</p> <p>2) Work on the registration form and design posters for the webinar</p> <p>3) Update the survey form and email template</p> | <p>1) Collaboration for Webinar Content (Morning) - collaborated with Ms. Kaysa to discuss and plan the job opportunities segment of the webinar - coordinated efforts to ensure a cohesive and informative presentation</p> <p>2) Registration Form and Poster Design (Morning to Evening) - worked on designing the registration form for participants - designed posters for the webinar to attract attention and provide essential details</p> <p>3) Survey Updates (Throughout the Day) - updated the survey form based on feedback and requirements - made enhancements to the email template for the survey</p> | <p>1) Successful collaboration with Ms. Kaysa for the job opportunities segment of the webinar</p> <p>2) Developed an attractive and functional registration form for webinar participants</p> <p>3) Designed engaging posters to promote the upcoming webinar</p> <p>4) Completed updates to the survey form and email template for better effectiveness</p> | hasniza.i |
| 29/12/2023 | | <p>1) Update the progress tracker</p> <p>2) Complete promotional/registration materials for the webinar</p> <p>3) Work on the presentation slide template for the webinar</p> <p>4) Finalize and update survey questions and email template</p> | <p>1) Progress Tracker Update (Throughout the Day) - ensured the progress tracker is updated with the latest information</p> <p>2) Webinar Materials (Morning to Afternoon) - completed the promotional/registration poster for the webinar - developed a registration form and organized media files in a Google Drive folder</p> <p>3) Webinar Presentation Slide Template (Afternoon) - worked on creating a presentation slide template for the upcoming webinar - planned to present the template to Ms. Niza and Ms. Kaysa on Monday for feedback</p> <p>4) BPO Survey Updates (Throughout the Day) - finalized and updated the survey questions based on feedback - ensured the email template for the survey aligns with project requirements</p> | <p>1) Maintained an updated progress tracker for clear documentation</p> <p>2) Completed promotional materials for the webinar, contributing to successful registration</p> <p>3) Progress made on the presentation slide template, facilitating a visual and engaging webinar</p> <p>4) Finalized and updated survey materials for a more effective outreach</p> | hasniza.i |
| 01/01/2024 | | PUBLIC HOLIDAY (NEW YEAR) | | | |

| | | | | | |
|------------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 02/01/2024 | Week 15 | <p>1) Seek feedback on survey questions and email template for potential deployment</p> <p>2) Review and provide feedback on promotional materials for the webinar</p> <p>3) Review the presentation slide template for the upcoming webinar</p> <p>4) Work on updating the report for Leadgen and other posters</p> | <p>1) Feedback Request for Survey (Throughout the Day) - sent an update in the team space to Ms. Niza, seeking feedback on the revised survey questions and email template - expressed readiness to start sending emails if the materials are approved</p> <p>2) Review of Webinar Materials (Throughout the Day) - attached the Google Drive link containing promotional materials for the webinar inside the tracker - requested feedback on the promotional poster and registration form, expressing the intention to make a post if approved - inquired about access to the SummitNext LinkedIn profile for posting</p> <p>3) Webinar Slide Template (Throughout the Day) - completed the template for the presentation slide for the webinar - inserted a Canva link in the tracker and requested a review, seeking any additional information required</p> <p>4) Feedback Received (Evening) - received feedback on survey questions and email template in the evening</p> | <p>1) Sent out a comprehensive update in the team space, ensuring clear communication</p> <p>2) Completed the template for the presentation slide for the webinar</p> <p>3) Facilitated the feedback process for survey materials and webinar promotional materials</p> | hasniza.i |
| 03/01/2024 | | <p>1) Update the LinkedIn post template for the webinar and share it with Ms. Niza</p> <p>2) Provide the edited poster for the webinar and store it in the designated Drive folder</p> <p>3) Request leave raw data and update the leave report</p> <p>4) Set a meeting with Ms. Niza for further discussions</p> <p>5) Create a sequence in the Apollo system for the survey and seek approval</p> | <p>1) Webinar LinkedIn Post and Poster (Morning) - updated the LinkedIn post template for the webinar - shared the edited poster for the webinar, storing it in the Drive folder</p> <p>2) Leave Report (Before Noon) - requested leave raw data and updated the leave report - sent the updated leave report to Ms. Niza before noon</p> <p>3) Meeting Setup (After Lunch) - set up a meeting with Ms. Niza for future discussions - informed Ms. Niza about the scheduled meeting</p> <p>4) Survey in Apollo System (Afternoon) - created a sequence in the Apollo system for the survey - requested Ms. Niza to review and refine the email template for the survey</p> | <p>1) Provided updated materials for the webinar, ensuring they are ready for deployment</p> <p>2) Completed and sent the updated leave report to Ms. Niza</p> <p>3) scheduled a meeting with Ms. Niza for further discussions</p> <p>4) Progressed with the survey setup in the Apollo system</p> | hasniza.i |
| 04/01/2024 | | <p>1) Blast the email to survey respondents interested in joining using Yet Another Mail Merge (YAMM)</p> <p>2) Continue working on webinar preparation</p> | <p>1) Email Blast for Survey (Morning) - received instructions from Ms. Niza to proceed with blasting emails to interested survey respondents - suggested using Yet Another Mail Merge (YAMM) for the email blast - explored the functionalities of YAMM to understand its operation</p> <p>2) Webinar Preparation (Throughout the Day) - continued working on various aspects of webinar preparation - ensured that all materials, such as the presentation slide template and posters, are in order - addressed any additional tasks or refinements needed for the webinar</p> | <p>1) Initiated the process of blasting emails to interested survey respondents</p> <p>2) Explored the functionalities of Yet Another Mail Merge (YAMM) for the email blast</p> <p>3) Progressed with various tasks related to the preparation of the upcoming webinar</p> | hasniza.i |
| 05/01/2024 | | <p>1) Check for updates on Apollo for the BPO survey</p> <p>2) Proceed with the next steps for the BPO survey</p> <p>3) Send invitation emails using Yet Another Mail Merge (YAMM) extensions</p> <p>4) Complete the background poster for the webinar</p> | <p>1) BPO Survey Updates (Morning) - inquired with Ms. Niza about updates on Apollo for the BPO survey - received refinements and instructions for the next steps in the survey</p> <p>2) Email Blast Using YAMM (Throughout the Day) - utilized YAMM extensions and Google Sheets to send invitation emails for the survey - ensured the smooth execution of the email blast and addressed any issues</p> <p>3) Webinar Background Poster (Evening) - completed the background poster for the upcoming webinar - ensured the poster aligns with the theme and objectives of the webinar</p> | <p>1) Progressed with the BPO survey by receiving refinements and guidance</p> <p>2) Successfully executed the invitation email blast using YAMM</p> <p>3) Completed the background poster for the webinar</p> | hasniza.i |
| 08/01/2024 | | <p>1) Progress with preparations for the upcoming webinar</p> <p>2) Seek instructions for cueing the Google Review and LinkedIn connection blasts on Telegram</p> <p>3) Continue refining and organizing webinar materials</p> | <p>1) Webinar Preparations (Morning) - engaged in tasks related to the planning and organization of the upcoming webinar - ensured that materials, including slides and promotional content, are on track</p> <p>2) Coordination for Telegram Blasts (Afternoon) - reached out to Ms. Niza to inquire about the cue for Telegram blasts - received guidance to wait for Ms. Niza's cue and put the task on hold temporarily</p> <p>3) Webinar Planning (Evening) - continued working on refining and organizing materials for the webinar - ensured that all aspects of the webinar are aligned with the planned schedule</p> | <p>1) Progressed with various aspects of the webinar preparations</p> <p>2) Sought clarification on the timing for Telegram blasts, demonstrating proactive communication</p> | hasniza.i |
| 09/01/2024 | | <p>1) Advance preparations for the webinar, focusing on additional design elements</p> <p>2) Develop plans for a tentative program, including script and visuals</p> <p>3) Progress with the BPO survey by maintaining daily email outreach</p> <p>4) Coordinate with Ms. Connie regarding the Google Review and LinkedIn Connection blasts</p> <p>5) Work on and submit the Leadgen report</p> | <p>1) Webinar Progress (Throughout the Day) - designed a meeting background for the webinar - engaged in the creation of an e-certificate for participants - planned to develop a tentative program, encompassing script and visuals - acknowledged the need for increased promotion and participant registration</p> <p>2) BPO Survey (Throughout the Day) - continued daily outreach by sending emails to potential respondents - noted a current response count of 0 out of 100</p> <p>3) Google Review/LinkedIn Connection (Communication with Kak Connie) - coordinated with Kak Connie regarding the initiation of blasts before agents leave the group</p> <p>4) Leadgen Report (Evening) - worked on and completed the Leadgen report - submitted the report to the team space for review</p> | <p>1) Progressed with additional design elements for the webinar</p> <p>2) Initiated plans for a tentative program for the webinar</p> <p>3) Maintained daily outreach for the BPO survey</p> <p>4) Coordinated with Ms. Connie on Google Review and LinkedIn Connection blasts</p> <p>5) Successfully completed and submitted the Leadgen report</p> | hasniza.i |

| | | | | | |
|------------|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 10/01/2024 | Week 16 | <p>1) Obtain Leave raw data from Ms. Niza and submit the Leave report</p> <p>2) Seek updates on the Shopee Telegram group from Izyan</p> <p>3) Coordinate with Ms. Niza for updates and cue to blast regarding the Shopee Telegram group</p> <p>4) Finalize the blasting script for Google Review and LinkedIn Connection</p> <p>5) Dedicate time to advance preparations for the webinar</p> | <p>1) Leave Report (Morning) - requested and received Leave raw data from Ms. Niza - prepared and submitted the Leave report by noon</p> <p>2) Shopee Telegram Group (Morning) - reached out to Izyan for updates on the Shopee Telegram group</p> <p>3) Blasting Script (Evening) - informed Ms. Niza of updates on the Shopee Telegram group - asked for a cue to proceed with the blasting - finalized the blasting script for Google Review and LinkedIn Connection</p> <p>4) Webinar Preparation (Throughout the Day) - dedicated time to advance preparations for the upcoming webinar</p> | <p>1) Successfully obtained Leave raw data and submitted the Leave report</p> <p>2) Sought updates on the Shopee Telegram group from Izyan</p> <p>3) Coordinated with Ms. Niza for updates and cue for blasting</p> <p>4) Finalized the blasting script for Google Review and LinkedIn Connection</p> <p>5) Progressed with preparations for the webinar</p> | hasniza.i |
| 11/01/2024 | | <p>1) Work on developing content for the webinar slides</p> <p>2) Provide updates to Ms. Niza regarding progress and content suggestions</p> <p>3) Explore and research starting salaries in various sectors for presentation</p> | <p>1) Webinar Slide Content (Morning) - developed content for the webinar slides based on provided examples - focused on creating an overview of the BPO industry and highlighting its benefits</p> <p>2) Content Sharing (Evening) - shared the initial content with Ms. Niza for review - listened to feedback and received guidance for further improvement</p> <p>3) Research on Starting Salaries (Evening) - conducted research on starting salaries in different sectors - gathered information to present examples for youth interested in various industries - explored the pros and cons associated with different sectors</p> | <p>1) Progressed in developing content for the webinar slides</p> <p>2) Provided updates and shared initial content with Ms. Niza</p> <p>3) Conducted research on starting salaries in different sectors</p> | hasniza.i |
| 12/01/2024 | | <p>1) Continue working on preparations for the upcoming webinar</p> <p>2) Seek opinions and make decisions regarding webinar roles and responsibilities</p> | <p>1) Webinar Preparation (Throughout the Day) - dedicated time to focus on various aspects of webinar preparation - worked on refining content, design, and logistics for a seamless webinar experience</p> <p>2) Moderator Assignment (Evening) - consulted with Ms. Niza regarding the assignment of a moderator for the webinar - proposed Ms. Izyan for the role and inquired about her availability</p> <p>3) Availability Confirmation (Evening) - reached out to Ms. Izyan to discuss the possibility of her moderating the webinar - received feedback on her unavailability due to other project commitments</p> | | hasniza.i |

| Date | Week | Objective | Activities | Achievements | SV Remarks |
|------------|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 15/01/2024 | Week 17 | 1) Advance the preparation of content slides for the upcoming webinar 2) Share research findings and updates with Ms. Niza 3) Arrange and confirm meeting schedule with Mr. Ajay and Ms. Izyan | 1) Content Slide Development (Morning) - dedicated time to continue working on refining and enhancing content slides for the webinar - shared the latest version of the slides with Ms. Niza for review 2) Research Updates (Afternoon) - conducted research on starting salaries in different sectors and compiled findings - shared research updates and insights with Ms. Niza for her consideration 3) Meeting Schedule Confirmation (Afternoon) - coordinated with Ms. Niza to confirm a meeting schedule for the next day - blocked the calendar from 1 pm to 2 pm for the scheduled meeting with Mr. Ajay and Ms. Izyan 4) Research Findings Update (Evening) - sent the latest updates on research findings to Ms. Niza - maintained ongoing communication and collaboration regarding the research 5) Content Integration (Evening) - received content from Ms. Kaysa and incorporated it into the webinar slides - ensured seamless integration of additional content to enhance the presentation | 1) Continued progress in developing engaging content slides for the webinar 2) Shared comprehensive research updates, contributing to the overall knowledge base 3) Confirmed a meeting schedule with Mr. Ajay and Ms. Izyan for the following day | hasniza.i |
| 16/01/2024 | | 1) Schedule and organize a meeting for webinar planning 2) Participate in the India Operation Groundwork meeting with Ms. Hasniza, Mr. Ajay, Mr. Manu, and Ms. Izyan 3) Assist Mr. Manu by preparing a list of coworking spaces in Gurugram, Haryana 4) Conduct a final invitation blast for participants who have registered for the webinar | 1) Meeting Schedule and Coordination (Morning) - scheduled a meeting for webinar planning in the calendar, including Ms. Niza and Ms. Kaysa - joined the India Operation Groundwork meeting with relevant team members 2) India Operation Groundwork Meeting (Noon) - collaborated with Ms. Hasniza, Mr. Ajay, Mr. Manu, and Ms. Izyan for discussions related to India Operation Groundwork - received specific tasks, including preparing a list of coworking spaces in Gurugram, Haryana, from Mr. Manu 3) Task Assignment (Noon) - assigned the task of preparing a list of coworking spaces to Ms. Izyan 4) Webinar Preparation (Evening) - worked on finalizing details for the upcoming webinar - conducted a final invitation blast to participants who have registered for the webinar | 1) Successfully scheduled and coordinated the webinar planning meeting 2) Engaged in productive discussions during the India Operation Groundwork meeting 3) Received and assigned tasks related to preparing a list of coworking spaces | hasniza.i |
| 17/01/2024 | | 1) Continue preparations for the webinar 2) Share the list of registered participants with Ms. Niza 3) Conduct a quick dry run test with Ms. Niza and Ms. Kaysa before the webinar 4) Act as the moderator during the webinar from opening to closing 5) Discussion with Ms. Izyan regarding the India Operation project progress 6) Finalize the e-certificate and seek Mr. Ajay's signature | 1) Webinar Preparation (Morning) - continued working on final preparations for the upcoming webinar 2) Participant List Sharing (Morning) - shared the list of registered participants with Ms. Niza for reference 3) Dry Run Test (Evening) - conducted a quick dry run test with Ms. Niza and Ms. Kaysa to ensure technical readiness 4) Webinar Moderation (Evening) - acted as the moderator throughout the webinar, managing opening to closing proceedings 5) Post-Webinar Discussion (After Webinar) - engaged in a discussion with Ms. Izyan about the progress of the India Operation project 6) E-certificate Finalization (Evening) - finalized the design and details of the e-certificate for webinar participants - reached out to Mr. Ajay to seek his signature for the e-certificate | 1) Successful moderation of the webinar, ensuring smooth proceedings 2) Active engagement in post-webinar discussions, providing insights into the India Operation project 3) Progress made in finalizing and preparing e-certificates for participants | hasniza.i |
| 18/01/2024 | | 1) Focus on tasks related to the India Operation project 2) Identify and compile a list of coworking spaces in Haryana for presentation to Mr. Manu | 1) India Operation Project (Throughout the Day) - engaged in tasks related to the India Operation project - specifically, worked on identifying and compiling a list of coworking spaces in Haryana | 1) Progress made in the India Operation project by working on the coworking spaces list | hasniza.i |
| 19/01/2024 | | 1) Follow up on the India Operation project, especially communicating updates to relevant team members 2) Seek guidance from Ms. Niza on the "Shaping the BPO World" project for the upcoming industrial visit | 1) India Operation Project (Morning) - sent an update to Ms. Izyan regarding the list of coworking spaces - composed and sent an email to Mr. Manu with relevant information 2) Shaping the BPO World Project (Evening) - consulted with Ms. Niza about the project related to insights from university students - discussed plans and objectives for presenting during the upcoming industrial visit | 1) Successfully communicated updates on the India Operation project 2) Initiated the process of collaboration for the "Shaping the BPO World" project | hasniza.i |
| 22/01/2024 | | 1) Focus on the main project: "Shaping the BPO Industry: Insights from University Students" 2) Conduct data analysis using Google Colab and Python for survey responses 3) Summarize findings into a comprehensive report | 1) Utilize Google Colab and Python for data analysis of survey responses 2) Identify key trends, patterns, and insights from the collected data 3) Begin drafting the summary report, highlighting significant findings | 1) Successful data analysis and identification of key insights 2) Completion of a comprehensive summary report | hasniza.i |
| 23/01/2024 | | 1) Focus on the main project: "Shaping the BPO Industry: Insights from University Students" 2) Conduct data analysis using Google Colab and Python for survey responses 3) Summarize findings into a comprehensive report | 1) Utilize Google Colab and Python for data analysis of survey responses 2) Identify key trends, patterns, and insights from the collected data 3) Begin drafting the summary report, highlighting significant findings | 1) Successful data analysis and identification of key insights 2) Completion of a comprehensive summary report | hasniza.i |

| | | | | | |
|------------|---------|------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------|
| 24/01/2024 | Week 18 | 1) Focus on the main project: "Shaping the BPO Industry: Insights from University Students" | 1) Utilize Google Colab and Python for data analysis of survey responses | 1) Successful data analysis and identification of key insights | hasniza.i |
| | | 2) Conduct data analysis using Google Colab and Python for survey responses | 2) Identify key trends, patterns, and insights from the collected data | 2) Completion of a comprehensive summary report | |
| | | 3) Summarize findings into a comprehensive report | 3) Begin drafting the summary report, highlighting significant findings | | |
| 25/01/2024 | | 1) Focus on the main project: "Shaping the BPO Industry: Insights from University Students" | 1) Utilize Google Colab and Python for data analysis of survey responses | 1) Successful data analysis and identification of key insights | hasniza.i |
| | | 2) Conduct data analysis using Google Colab and Python for survey responses | 2) Identify key trends, patterns, and insights from the collected data | 2) Completion of a comprehensive summary report | |
| | | 3) Summarize findings into a comprehensive report | 3) Begin drafting the summary report, highlighting significant findings | | |
| 26/01/2024 | | 1) Finalize the internship report | 1) Finalize the internship report, ensuring all components are comprehensive | 1) Finalized and polished internship report | hasniza.i |
| | | 2) Prepare presentation slides for the upcoming industrial training visit online | 2) Prepare detailed and engaging presentation slides for the online visit | 2) Well-prepared presentation slides for the online visit | |
| | | | | | |
| 29/01/2024 | Week 19 | 1) Finalize the internship report | 1) Finalize the internship report, ensuring all components are comprehensive | 1) Finalized and polished internship report | hasniza.i |
| | | 2) Prepare presentation slides for the upcoming industrial training visit online | 2) Prepare detailed and engaging presentation slides for the online visit | 2) Well-prepared presentation slides for the online visit | |
| 30/01/2024 | | 1) Finalize the internship report | 1) Review the draft of the summary report and make necessary revisions | 1) Finalized and polished internship report | |
| | | 2) Prepare presentation slides for the upcoming industrial training visit online | 2) Double-check the internship report and presentation slides for completeness and clarity | 2) Well-prepared presentation slides for the online visit | |
| 31/01/2024 | | 1) Finalize the internship report | 1) Review the draft of the summary report and make necessary revisions | 1) Finalized and polished internship report | |
| | | 2) Prepare presentation slides for the upcoming industrial training visit online | 2) Double-check the internship report and presentation slides for completeness and clarity | 2) Well-prepared presentation slides for the online visit | |
| 01/02/2024 | Week 20 | 1) To deliver a well-organized and insightful presentation during the online industrial visit | 1) Industrial Visit Meeting (Morning) - participate in a meeting with Dr. Khatib, Ms. Niza, and Iman to present the internship project - share key insights, findings, and experiences gained during the internship - receive feedback and guidance on the presentation | 1) Successfully presented the internship project during the online industrial visit | hasniza.i |
| | | 2) Ensure the final internship report is comprehensive, structured, and meets presentation standards | 2) Final Report & Logbook (Evening) - finalize the internship report, incorporating feedback and ensuring a structured and detailed document - review the logbook, making any necessary updates to reflect the complete internship journey | 2) Finalized a comprehensive and well-structured internship report | |
| | | 3) Verify the logbook for accuracy, completeness, and alignment with internship activities | | 3) Ensured the logbook is up-to-date and reflective of the entire internship journey | |
| 02/02/2024 | | | | | |
| 05/02/2024 | | | | | |
| 06/02/2024 | | | | | |
| 07/02/2024 | Week 20 | | | | |
| 08/02/2024 | | | | | |
| 09/02/2024 | | | | | |