

Date	Week	Objectives	Activities	SV Remarks			
03/09/24 (Tue)	Week 1	1. Onboarding Session with HR 2. Formal Introduction to department staff	1. Arrived at the office lobby at 8:30 AM for the onboarding session with HR. 2. Received an email from the company to complete the onboarding training and forms, including the bank statement. 3. Had a formal introduction to the department staff. The supervisor is currently on leave, so the previous intern assisted with the departmental onboarding session.	Nur Syaza Shahmir			
04/09/24 (Wed)		1. Meeting dengan MBau 2. Participate in company town hall	1. Joined a team meeting with Mercedes-Benz Australia. 2. Participated in the Mercedes-Benz Townhall, where the new car model was introduced along with other related topics for the current and upcoming year.				
05/09/24 (Thu)		1. Report Duty to Supervisor	1. Had a formal introduction with my supervisor, Syaza, and was onboarded on the company's business story to understand how the company operates and the functions of the department I joined.				
06/09/24 (Fri)		1. Weekly Checkout	1. Attended the weekly checkout meeting with the team to discuss ongoing and completed tasks for the week. Had a brief introduction to a Singaporean colleague during the meeting. 2. Gained access to HeliOS (), and explored the existing dashboards to understand the workflow and the data presented.				
07/09/24 (Sat)		Weekend					
08/09/24 (Sun)							
09/09/24 (Mon)	Week 2	1. Weekly Task Overview 2. meeting with MBAu	1. Get assisted by IT staff to download PowerBI.	Nur Syaza Shahmir			
10/09/24 (Tue)		1. Internal alignment meeting	1. got accessed to Asana 2. onboarding session w/ a staff who was the prvious intern for the department				
11/09/24 (Wed)		1. Meeting with MBAu	1. onboarding session with supervisor				
12/09/24 (Thu)		1. Participate in the Agile Day	1. meeting dengan Mbau 2. participate in agile day event				
13/09/24 (Fri)		1. weekly checkout	2. weekly checkout				
14/09/24 (Sat)		Weekend					
15/09/24 (Sun)							
16/09/24 (Mon)	Week 3	Public Holiday - Maulidal Rasul & National Day		Nur Syaza Shahmir			
17/09/24 (Tue)							
18/09/24 (Wed)		1. 1:1 session with Supervisor	1. Given task to update the data from the demand dashboard weekly.				
19/09/24 (Thu)		1. Onboarding on Intern Task 2. MS/OSD townhall	1. Suggest to supervisor to automate the data update on the demand dashboard and progress on making it work. 2. MS-OSD Townhall, need to introduce formally, discusses on business update for September 3. Onboarded by Hanif, the previous intern on the intern tasks.				
20/09/24 (Fri)		1. Participate in Data Experience Center (DEC) weekly check-out meetings	1. Participated in Data Experience Center (DEC) weekly check-out meetings to update on each teammate's work for the current week.				
21/09/24 (Sat)		Weekend					
22/09/24 (Sun)							
23/09/24 (Mon)	Week 4	1. Participate in Data Experience Center (DEC) weekly Task Overview meetings 2. Set up CONCUR	1. Have a session with HR to discussed about Concur application and how to use it	Nur Syaza Shahmir			
24/09/24 (Tue)		1. Weekly 1:1 Session With Company's Supervisor 2. Prepare a slide on Agent Navigator Data Points Excel List	1. Help to create a simple slide with the overall number of all KPI needed and let us split it by available, not available (planned), not available etc. with the guide of Jay.				
25/09/24 (Wed)		1. Gain access to the department PowerBI SharePoint.	1. Explored and familiarized myself with the PowerBI dashboard to understand its functionalities and how it works.				
26/09/24 (Thu)		1. Exploring PowerBI Usage	1. Explored and familiarized myself with the PowerBI dashboard to understand its functionalities and how it works.				
27/09/24 (Fri)		1. Participate in Data Experience Center (DEC) weekly check-out meetings	1. Participated in Data Experience Center (DEC) weekly check-out meetings to update on each teammate's work for the current week.				
28/09/24 (Sat)		Weekend					
29/09/24 (Sun)							
30/09/24 (Mon)		1. Demand Delivery Dashboard update 2. Weekly checkin	1. Automate the Delivery Dashboard, by linking it to the Asana directly to PowerBI instead of manually to update the dashboard data. 2. Participate in the weekly Task Overview Meeting with the teams review the tasks scheduled for the current week.				
01/10/24 (Tue)		1. Weekly 1:1 Seesion With Company's Supervisor	1. Having a weekly 1:1 seesion with my supervisor, Ms. Syaza to view the progress of the given task for previous week an addressed any challenges faced and identify potential solutions. 2. Finalise the planning for the Agenda visit of the Head of Department from German to Malaysia.				



Date	Week	Objectives	Activities	SV Remarks			
02/10/24 (Wed)	Week 5	1. BI weekly team update 2. Planning for team building activities 3. Connecting the dots - Big Picture & Purpose of all initiatives meeting	1. Participated in two department meetings for Biweekly Team Update, which included welcoming our new team member from Singapore, and the second meeting focused on the Department Road Map. 2. Connecting the dots - Big Picture & Purpose of all initiatives meeting 3. Assisted in planning and coordinating with the relevant parties for the team-building activity scheduled during the visit of MS-OSD Head of Department, Mark Raine from Mercedes-Benz German to Mercedes- Benz Malaysia.	Nur Syaza Shahmir			
03/10/24 (Thu)		1. powerapps meeting w/ Jack and Martin 2. Progress on demand dashboard	1. Participated in the meetings to assess the progress of the new PowerApps project, gaining insights into current developments 2. Participated in an additional meeting focused on the department delivery dashboard. We gained valuable insights into specific areas that require improvement and explored potential enhancements to create a more effective dashboard. The deadline for implementing these improvements is set for October 21st. 3.Finalized the arrangements for the upcoming team-building activity and contacted the relevant parties to ensure smooth coordination.				
04/10/24 (Fri)		1. Participate in Data Experience Center (DEC) weekly check-out meetings	1. Participated in Data Experience Center (DEC) weekly check-out meetings to update on each teammate's work for the current week.				
05/10/24 (Sat)		Weekend					
06/10/24 (Sun)							
07/10/24 (Mon)	Week 6	1. Participate in Data Experience Center (DEC) weekly Task Overview meetings	1. Participated in Data Experience Center (DEC) weekly task overview meetings to update on each teammate's work for the current week.	Nur Syaza Shahmir			
08/10/24 (Tue)		1. Weekly 1:1 Seesion With Company's Supervisor	1. Given the task on improving a PowerBI dashboard that is used to track all data from Asana and automate the workflow. The objective is to facilitate easier tracking of tasks listed in Asana, such as viewing the total number of new tickets, backlogs, in-progress tasks, and completed tasks. Additionally, the dashboard aims to provide a faster way to view tasks and all it catogeries. The dashboard are named as DEC (Data Experience Center) Demand Dashboard by my supervisor and the General Manager. 2. 1:1 session with Supervisor to finalise all the agenda for mark Raine visit to MB Malaysia				
09/10/24 (Wed)		1. Host Mark Raine's visit to MB Malaysia Day 1	1. Welcomed Mark Raine, the head of MS/OSD, for his visit. The first day included a get-to-know session with the Data Experience Center (DEC) department, followed by a deep dive into HeliOS and its roadmap, and concluded with a lunch together at Madam Kwan's.				
10/10/24 (Thu)		1. Mark Raine Visit with MB Malaysia Day 2	1. On the second day, the visit consisted of a connecting session with each department team member, a 1:1 session between Mark Raine and Amanda, the CEO of Mercedes-Benz Malaysia, and concluded with a team-building activity, which included a baking class.				
11/10/24 (Fri)		1. Host Mark Raine's visit to MB Malaysia on Day 3. 2. Assist the Admin Intern with Parking Charger Maintenance.	1. On the third day, hosted the MS/OSD Townhall with Mark Raine, which was broadcast live from Malaysia, followed by remaining staff connecting sessions. 2. Assisted the admin intern in placing maintenance signs on parking chargers that need to be repaired.				
12/10/24 (Sat)		Weekend					
13/10/24 (Sun)							
14/10/24 (Mon)	Week 7	1. Progress on the DEC Demand Dashboard for the Data Experience Center department, automation of Asana tasks into the dashboard. 2. Joined the Market Catch-up & Update on Dealer Target with Turkey	1. Progress on creating DEC Demand Dashboard. 2. Joined the Market Catch-up & Update on Dealer Target to discuss the latest progress adn conduct testing for the PowerApps application.	Nur Syaza Shahmir			
15/10/24 (Tue)		1. Progress on the DEC Demand Dashboard for the Data Experience Center department, automation of Asana tasks into the dashboard. 2. Weekly 1:1 Session with Supervisor	1. Progress on creating DEC Demand Dashboard. 2. For the 1:1 session with Supervisor, discussed on the progress of the DEC Demand Dashboard and discussed on the idea of gamification dashboard project. 3. Participate in Pre-Info Digital Customer Unit meeting				
16/10/24 (Wed)		1. Progress on the DEC Demand Dashboard for the Data Experience Center department, automation of Asana tasks into the dashboard. 2. OS Get-Together Meeting	1. Progress on creating DEC Demand Dashboard. 2. Joined the OS-Get Together Meeting for business update with the OS Teams.				
17/10/24 (Thu)		1. Progress on the DEC Demand Dashboard for the Data Experience Center department, automation of Asana tasks into the dashboard.	1. Progress on creating DEC Demand Dashboard. 2. Joined the Monthly MS-OSD Townhall, to discussed on business update for September				

Date	Week	Objectives	Activities	SV Remarks				
18/10/24 (Fri)		1. Progress on the DEC Demand Dashboard for the Data Experience Center department, automation of Asana tasks into the dashboard.	1. Progress on creating DEC Demand Dashboard.					
19/10/24 (Sat)		2. Weekly Checkout for DEC department						
20/10/24 (Sun)		Weekend						
21/10/24 (Mon)	Week 8	1. Push the dashboard into the sharepoint 2. Participate in the MS Cyber Resilience Campaign 2024 Activities	1. Presented the dashboard to the supervisor. 2. Presented the Demand Dashboard to Syaza and received feedback for improvements before presenting it to the General Manager the next day. 3. Participated in the MS Cyber Resilience Campaign 2024 activities, which included a gamified awareness session on data protection and cybersecurity.	Nur Syaza Shahmir				
22/10/24 (Tue)		1. Integrity Day 2. ask for a new dashboard 3. 1:1 with SV 4. Data Protection Training	1. Participated in the Integrity Day organized by the Legal Team. The event aimed to encourage ethical practices by raising awareness and emphasizing the importance of integrity in daily work. 2. The demand dashboard has been presented to General Manager, Martin Eisold. Received feedback for improvements. Suggestions for improvement were provided, along with an additional Excel sheet containing data for the development of a new dashboard focusing on the EPIC timeline. 3. Attended weekly 1:1 sessions with the supervisor to discuss current tasks and explore the idea of creating a gamification dashboard for the department. 4. Participated in the mandatory Data Protection Training for all staff in the Data Experience Center department. The training aimed to minimize risks in handling personal data and maintain the integrity of the brand.					
23/10/24 (Wed)		1. Timeline dashboard 2. Blood donation Day	1. Participated in the Blood Donation Day held by HR. 2. Given the task to create a dashboard form EPIC Timeline Excel sheet					
24/10/24 (Thu)		1. Timeline dashboard 2. 1:1 Connect Session with Akshay	1. 1:1 connecting session with new hire in Singapore, Akshay Khenwar to introduce each other formally and discuss on the task that I have been assigned 2. EPIC Timeline Dashboard progression					
25/10/24 (Fri)		1. Progress on Timeline dashboard 2. Weekly Checkout	1. Participate in the team's weekly checkout meeting. 2. Timeline Dashboard Progression					
26/10/24 (Sat)		Weekend						
27/10/24 (Sun)		Weekend						
28/10/24 (Mon)		Week 9	1. Participate in Data Experience Center (DEC) weekly Task Overview meetings		1. Engaged in Data Experience Center (DEC) weekly Task Overview meetings to share progress updates and discuss each teammate's tasks for the current week.	Nur Syaza Shahmir		
29/10/24 (Tue)			1. Progress on EPIC Timeline Dashboard 2. Take the Google Data Analyst Professional Certificate course.		1. Continue on progression on making the EPIC Timeline Dashboard. 2. Studied topics on Ask Questions to Make Data-Driven Decisions, focusing on how the problem-solving road map applies to typical analysis scenarios.			
30/10/24 (Wed)	Public Holiday - Deepavali							
31/10/24 (Thu)								
01/11/24 (Fri)	1. Participate in Data Experience Center (DEC) weekly check-out meetings 2. Weekly status updates on tickets and bugs in Asana		1. Participated in Data Experience Center (DEC) weekly check-out meetings to update on each teammate's work for the current week. 2. Posted weekly status updates on DEC tickets and bugs on Asana					
02/11/24 (Sat)	Weekend							
03/11/24 (Sun)	Weekend							
04/11/24 (Mon)	Week 10	1. Participate in Data Experience Center (DEC) weekly Task Overview meetings	1. Engaged in Data Experience Center (DEC) weekly Task Overview meetings to share progress updates and discuss each teammate's tasks for the current week.	Nur Syaza Shahmir				
05/11/24 (Tue)		1. 1:1 Session with Supervisor	1. Updated Syaza on ongoing tasks from previous weeks.					
06/11/24 (Wed)		1. Participate in the IPS Knowledge Sharing Session.	1. Participated in the IPS Knowledge Sharing Session organized by the Procurement department to broaden knowledge and understanding of procurement processes.					
07/11/24 (Thu)		1. Fix errors occurring from the data source of the Demand Dashboard.	1. Fixed errors arising from the data source of the Demand Dashboard by reconnecting the data source from Asana to Power BI.					
08/11/24 (Fri)		1. Present and discuss the early stages of the HeliOS Learning Game with Syaza. 2. Finalize the EPIC Timeline Dashboard and present it to Syaza. 3.. Participate in the weekly check-out meeting.	1. Presented and discussed the early stages of the HeliOS Learning Game with Syaza. 2. Finalized the EPIC Timeline Dashboard and presented it to Syaza. 3. Participated in the weekly check-out meeting.					
09/11/24 (Sat)		Weekend						
10/11/24 (Sun)		Weekend						
11/11/24 (Mon)			1. Participate in Data Experience Center (DEC) weekly Task Overview meetings		1. Engaged in Data Experience Center (DEC) weekly Task Overview meetings to share progress updates and discuss each teammate's tasks for the current week.			
12/11/24 (Tue)	1. Briefing on Move Performance 2. Assigned to do the bowling map & Route Plan Slide		1. Attended a briefing on the performance to be showcased during the Move MS convention. The performance was recorded after practice to be displayed on the screen at the convention the following day. 2. Assigned to create a slide detailing the bowling map and route plan, ensuring clear directions and logistics for participants.					

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13/11/24 (Wed)	Week 11	1. SEAI MS MOVE Convention Day	1. Participated for the SEAI MS MOVE Convention Day, an event designed to reignite our SEA II team spirit and bring our Next Level Strategy 2.0 to life. The convention celebrates the strength and limitless potential of the SEA II region, connecting virtually with colleagues from the Pekan Plant, Senai warehouse, and MB Singapore. The day is filled with activities centered around our shared vision and goals.	Nur Syaza Shahmir			
14/11/24 (Thu)		1. Progress on the HeliOS FAQ Game.	1. Continued working on the HeliOS FAQ Game, planning on the game layout.				
15/11/24 (Fri)		1. Participate in Data Experience Center (DEC) weekly check-out meetings 2. Weekly status updates on tickets and bugs in Asana	1. Participated in Data Experience Center (DEC) weekly check-out meetings to update on each teammate's work for the current week. 2. Posted weekly status updates on DEC tickets and bugs on Asana				
16/11/24 (Sat)		Weekend					
17/11/24 (Sun)							
18/11/24 (Mon)	Week 12	1. Participate in Data Experience Center (DEC) weekly Task Overview meetings	1. Engaged in Data Experience Center (DEC) weekly Task Overview meetings to share progress updates and discuss each teammate's tasks for the current week.	Nur Syaza Shahmir			
19/11/24 (Tue)		1. 1:1 Session with Supervisor 2. Reporting & Round Table Meeting 4. Environmental Health & Safety inspection	1. Updated Syaza on ongoing tasks and demonstrated the automated Excel file integration into the Timeline Dashboard. 2. Participated in the Reporting & Round Table meeting for updates on HeliOS, UDM, marketing, and PowerApps. 3. Accompanied the admin to conduct a comprehensive Environmental Health & Safety inspection of the entire building.				
20/11/24 (Wed)		1. Set new rules in Asana	1. Automated the process of moving completed tasks to the "Done" section and tasks with newly assigned due dates to the "In Progress" section in Asana.				
21/11/24 (Thu)		1. Assist Sales intern in linking their PowerBI dashboard to SharePoint.	1. Helped Sales intern by providing a detailed explanation on how to link their PowerBI dashboard to SharePoint for seamless data sharing and collaboration.				
22/11/24 (Fri)		1. Participate in Data Experience Center (DEC) weekly check-out meetings 2. Weekly status updates on tickets and bugs in Asana 3. Set up a Power Automate flow.	1. Participated in Data Experience Center (DEC) weekly check-out meetings to update on each teammate's work for the current week. 2. Posted weekly status updates on DEC tickets and bugs on Asana 3. Set up a Power Automate flow to extract PDF data from Maxis receipts into an Excel file.				
23/11/24 (Sat)		Weekend					
24/11/24 (Sun)							
25/11/24 (Mon)		Week 13	1. Participate in Data Experience Center (DEC) weekly Task Overview meetings 2. Update Organisation Chart		1. Participated in Data Experience Center (DEC) weekly task overview meetings to update on each teammate's work for the current week. 2. Updated Marketing Experience Center (MEC) and Data Experience Center (DEC) Organisation chart	Nur Syaza Shahmir	
26/11/24 (Tue)	1. 1:1 session with the supervisor. 2. Set up rescheduled refresh times for dashboards.		1. Set up rescheduled refresh times on Power BI Service for the Demand Delivery Dashboard and EPIC Timeline Dashboard to refresh at 9 AM, 12 PM, and 4 PM.				
27/11/24 (Wed)	1. Onboarding Session for AI Training Video		1. Onboarded by Hanif on tutorial of using Azure Speech Studio Mercedes-Benz GenAI and Microsoft Clipchamp to create AI Training Video				
28/11/24 (Thu)	1. Progress on creating flow in Power automate 2. Take the Google Data Analyst Professional Certificate course		1. Continue progress on researching and implementing the flow of extracting pdf data into excel 2. Studied topics on analyzing data to answer questions, focusing on applying functions and syntax to create SQL queries that combine data from multiple database tables.				
29/11/24 (Fri)	1. Participate in Data Experience Center (DEC) weekly check-out meetings 2. Weekly status updates on tickets and bugs in Asana		1. Participated in Data Experience Center (DEC) weekly check-out meetings to update on each teammate's work for the current week. 2. Posted weekly status updates on DEC tickets and bugs on Asana				
30/11/24 (Sat)	Weekend						
01/12/24 (Sun)							
02/12/24 (Mon)	Week 14	1. Participate in Data Experience Center (DEC) weekly Task Overview meeting. 2. Progression on the main menu for the HeliOS FAQ Game.	1. Participated in Data Experience Center (DEC) weekly Task Overview meetings to update on each teammate's work for the current week. 2. Created the main menu page for the HeliOS FAQ Game.	Nur Syaza Shahmir			
03/12/24 (Tue)		1. Conduct a 1:1 session with Syaza. 2. Take the Google Data Analyst Professional Certificate course. 3. Lunch & Exchange Session of Intern & Head of HR	1. Held a 1:1 session with Syaza to discuss my tasks from the previous weeks. 2. Studied topics on processing data from dirty to clean, focusing on applying basic SQL functions to clean string variables in a database. 3. Lunch & Exchange Session of Intern & Head of HR to have few chit chats with and get to know with the interns.				
04/12/24 (Wed)		1. AI video training for OS E2E Dashboard	1. Translated a total of 7 training videos into 6 different languages, resulting in 42 videos for the OS E2E Dashboard training. The videos were translated using Mercedes-Benz Generative AI, and AI voices were developed from each language script and combined into videos using Microsoft Clipchamp.				
05/12/24 (Thu)		1. AI video training for OS E2E Dashboard Progress 2	1. Translated a total of 7 training videos into 6 different languages, resulting in 42 videos for the OS E2E Dashboard training. The videos were translated using Mercedes-Benz Generative AI, and AI voices were developed from each language script and combined into videos using Microsoft Clipchamp.				
06/12/24 (Fri)		1. AI video training for OS E2E Dashboard Progress 3 2. Participate in Data Experience Center (DEC) weekly check-out meetings 3. Weekly status updates on tickets and bugs in Asana	1. Participated in Data Experience Center (DEC) weekly check-out meetings to update on each teammate's work for the current week. 2. Participated in Data Experience Center (DEC) weekly check-out meetings to update on each teammate's work for the current week. 3. Posted weekly status updates on DEC tickets and bugs on Asana				
07/12/24 (Sat)		Weekend					
08/12/24 (Sun)							
09/12/24 (Mon)			1. Participate in Data Experience Center (DEC) weekly Task Overview meetings 2. Progress on the HeliOS FAQ Game.		1. Participated in Data Experience Center (DEC) weekly Task Overview meetings to update on each teammate's work for the current week. 2. Continued working on the HeliOS FAQ Game, adding a trigger to the ball so that it activates when the player gets close to it.	Nur Syaza Shahmir	
10/12/24 (Tue)	1. Progress on the HeliOS FAQ Game.		1. Continued working on the HeliOS FAQ Game, connecting the triggered ball to the canvas so that when the player gets close to the ball, the canvas displaying the question will pop up.				
11/12/24 (Wed)	Public Holiday - Sultan Birthday						

Date	Week	Objectives	Activities	SV Remarks
12/12/24 (Thu)	Week 15	1. Progress on the HeliOS FAQ Game.	1. Continued working on the HeliOS FAQ Game by adding buttons to the question canvas, allowing players to choose one answer from the options provided. Each canvas will have one correct answer.	Nur Syaza Shahmir
13/12/24 (Fri)		1. Progress on the HeliOS FAQ Game. 2. Participate in Data Experience Center (DEC) weekly check-out meetings 3. Weekly status updates on tickets and bugs in Asana	1. Continued working on the HeliOS FAQ Game by adding a portal that transports the player to another room, where a PowerBI link is displayed. When the player clicks on it, they are directed to the HeliOS PowerBI dashboard. 2. Participate in Data Experience Center (DEC) weekly check-out meetings 3. Weekly status updates on tickets and bugs in Asana.	
14/12/24 (Sat)		Weekend		
15/12/24 (Sun)				
16/12/24 (Mon)	Week 16	1. Participate in Data Experience Center (DEC) weekly Task Overview meetings. 2. Take the Google Data Analyst Professional Certificate course.	1. Participated in Data Experience Center (DEC) weekly Task Overview meetings to update on each teammate's work for the current week. 2. Studied topics on Data Analysis with R Programming, focusing on fundamental concepts such as functions, variables, data types, pipes, and vectors.	Nur Syaza Shahmir
17/12/24 (Tue)		1. Meeting with Alex 2. Reporting & Data Round Table meeting 3. Improvement on the global filter for PowerBI Mobile	1. Participated a department meeting with Alex Strassburger, General Manager of MX/DO (MX/DO Omni-Channel Experience & Commerce), to align the department tasks with her. 2. Participated in the last Reporting & Data Round Table meeting of the year, providing updates and a demo on the new dashboards for HeliOS. 3. Assigned by Syaza to suggest better way to improve text size without needing to make a mobile version of each dashboard, and I suggested on changing the page view to 'Actual Size' to enlarge the dashboard without needing to optimize the mobile view, ensuring it does not disrupt the default page view setup on HeliOS.	
18/12/24 (Wed)		1. Visit to Mercedes-Benz Production Plant in Pekan.	1. Mercedes-Benz Malaysia new joiners (Q4 interns and staff) were invited to the Mercedes-Benz production plant in Pekan for an induction day, where they were shown the process of how Mercedes-Benz cars are made.	
19/12/24 (Thu)		1. Participate in awareness training [Dark Web Surfing]	1. Attended an awareness training session on Dark Web Surfing, which provided a brief explanation of the dark web, its potential risks, and best practices for staying safe online.	
20/12/24 (Fri)		1. Participate in Data Experience Center (DEC) weekly check-out meetings. 2. Provide weekly status updates on tickets and bugs in Asana. 3. Fix the refresh problem on the EPIC Timeline Dashboard.	1. Participated in Data Experience Center (DEC) weekly check-out meetings to update on each teammate's work for the current week. 2. Posted weekly status updates on DEC tickets and bugs in Asana. 3. Fixed the dashboard refresh problem on PowerBI Online caused by an undetected column in the Excel sheet, and added the refresh time on the dashboard to inform users of the latest refresh time and date.	
21/12/24 (Sat)		Weekend		
22/12/24 (Sun)				
23/12/24 (Mon)		Week 16	1. Participate in Data Experience Center (DEC) weekly Task Overview meetings 2. Progress on the HeliOS FAQ Game.	
24/12/24 (Tue)	Company Closure for Christmas			
25/12/24 (Wed)	Public Holiday - Christmas			
26/12/24 (Thu)	1. Working on calculation formula in Excel		1. Assisted a legal intern in creating calculation formulas in Excel. Developed formulas to automatically calculate data when users fill in the spreadsheet, including formulas for calculating the percentage average of the data	
27/12/24 (Fri)	1. Participate in Data Experience Center (DEC) weekly check-out meetings 2. Weekly status updates on tickets and bugs in Asana 3. Progress on the HeliOS Frequently Asked Questions (FAQ) Game.		1. Participated in Data Experience Center (DEC) weekly check-out meetings to update on each teammate's work for the current week. 2. Posted weekly status updates on DEC tickets and bugs in Asana 3. Continued working on the HeliOS Frequently Asked Questions (FAQ) Game progress.	
28/12/24 (Sat)	Weekend			
29/12/24 (Sun)				
30/12/24 (Mon)	Week 17	1. Participate in DEC weekly Task Overview meetings 2. Researching on how to connect Unity to GitHub	1. Participated in DEC weekly Task Overview meetings to update on each teammate's work for the current week. 2. Researched how to connect a Unity game to GitHub to create a web-based game, utilizing resources from the Unity community.	Nur Syaza Shahmir
31/12/24 (Tue)		1. Change the interaction ball in the HeliOS FAQ Game. 2. Update the rules in Asana.	1. Worked on changing to a more suitable interaction ball in the HeliOS FAQ Game. 2. Updated the rules in Asana so they apply only to tasks and do not affect subtasks when the rules are activated upon task updates.	
01/01/25 (Wed)		Public Holiday - New Year		
02/01/25 (Thu)		1. Progress on the HeliOS FAQ Game. 2. Taking the Microsoft Data Visualization Professional Certificate course.	1. Continued working on the HeliOS FAQ Game progress in preparation for presenting it to Syaza the next day. 2. Studied topics on Visualization for Data Analysis with PowerBI, focusing on statistical analysis fundamentals, mastering correlation and exploratory data analysis, and understanding business problems.	
03/01/25 (Fri)		1. Participate in Data Experience Center (DEC) weekly check-out meetings 2. Present the game update to Syaza 3. Weekly status updates on tickets and bugs in Asana	1. Participated in Data Experience Center (DEC) weekly Task Overview meetings to update on each teammate's work for the current week. 2. Presented the HeliOS FAQ Game to Syaza to receive her feedback on improvements for the game. 3. Posted weekly status updates on DEC tickets and bugs on Asana	
04/01/25 (Sat)		Weekend		
05/01/25 (Sun)				
06/01/25 (Mon)			1. Participate in DEC weekly Task Overview meetings 2. Add on True/False Panel in the HeliOS FAQ Game	

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07/01/25 (Tue)	Week 18	1. 1:1 Session with Syaza 2. Research the implementation of a pause button in Unity. 3. Sent the demo of the game to martin for feedback	1. 1:1 Session with Syaza to discuss on my task for previous weeks 2. Researched the implementation of a pause button in Unity, focusing on using the Unity UI system to create a panel that pauses the game and provides resume, restart, and exit options. 3. Sent the demo of the game to martin to have feedback on how to improve the game.	Nura Syaza Shahmir					
08/01/25 (Wed)		1. Participated in Data Experience Center (DEC) Team Meeting 2. Set up a new flow in Power Automate.	1. Participated in the Teams meeting where discussions included updates on the new PowerPoint template for departmental use, new year tasks and roles for colleagues, and the new year's budget for the department. 2. Assisted interns from the accounting department in creating a new flow in Power Automate to automate the extraction of receipt data from PDFs to Excel and automate email notifications.						
09/01/25 (Thu)		1. Make progress on the HeliOS FAQ Game. 2. Get feedback from Martin regarding the questions in the game.	1. Added a gate to the game where players can only pass the room after answering the question correctly. 2. Received feedback from Martin on adding more suitable questions to the game, and he provided some examples of more appropriate questions.						
10/01/25 (Fri)		1. Participate in DEC weekly check-out meetings 2. Connecting the HeliOS FAQ Game from Unity to GitHub	1. Participated in DEC weekly check-out meetings to update on each teammate's work for the current week. 2. Connected the HeliOS FAQ Game from Unity to GitHub to create a web-based game using GitHub Pages.						
11/01/25 (Sat)		Weekend							
12/01/25 (Sun)									
13/01/25 (Mon)	Week 19	1. Participate in DEC weekly check-in meetings 2. Research how to add a pause menu to the HeliOS game. 3. Research suitable questions to include in the FAQ section of the game.	1. Participated in DEC weekly check-in meetings to update on each teammate's work for the current week. 2. Researched on YouTube and the Unity community to learn how to create a pause menu using the panel in Unity. 3. Investigated and identified qualified and suitable questions for the FAQ in the HeliOS FAQ Game by reviewing information slides and PDFs provided by Jay.	Nura Syaza Shahmir					
14/01/25 (Tue)		1. Create a slide on the improvement of the global filter on the PowerBI dashboard. 2. Prepare a simple slide for Syaza for the PI Planning.	1. Created a slide based on suggested methods, including increasing the font size, rotating the mobile to landscape mode, and changing the page view to actual size. 2. Prepared a slide with a table for the PI Planning presentation.						
15/01/25 (Wed)		1. Developed a mobile view for the dec delivery demand dashboard 2. Correction on the improvement of the global filter on the PowerBI dashboard slide. 3. Participate in OS Get Together	1. Developed a mobile view for the DEC Delivery Demand dashboard to ensure more accessible viewing on the mobile PowerBI version. 2. Corrected the slide based on Martin's review, making it more direct and easier to understand. 3. Participated in the OS (Sales Operations MBC Overseas) Get Together.						
16/01/25 (Thu)		1. Update the questions for the HeliOS FAQ game. 2. Fix the problem with running the game on GitHub. 3. Participate in MS/OSD Townhall	1. Updated the game questions based on the feedback provided by Martin. 2. Fixed the issue with running the game on GitHub, resolved the missing dependencies and configuring the Unity project settings correctly. 3. Participated in MS/OSD (Direct Sales, Omni-Channel Commerce & Data Management) Townhall						
17/01/25 (Fri)		1. Participate in DEC weekly check-out meetings 2. AI voiceover for Mb me charge video 3. Fixed jittery issues on the game running on Github Web	1. Participated in DEC weekly check-out meetings to update on each teammate's work for the current week. 2. Created an AI voiceover for the Mercedes-Benz Me Charge application video tutorial (tutorial on how to get the app), as assigned by Hanif and Mercedes-Benz Singapore. 3. Fixed the jittery issues in the Unity game running on GitHub by optimizing the frame rate and adjusting the physics settings.						
18/01/25 (Sat)		Weekend							
19/01/25 (Sun)									
20/01/25 (Mon)	Week 20	1. Create AI voiceover for the Mercedes-Benz Me Charge app tutorial video. 2. Prepare slides for the industrial training presentation to the faculty supervisor.	1. Created an AI voiceover for the Mercedes-Benz Me Charge application tutorial video on how to use the application using Micros 2. Prepared slides for the industrial training presentation to be presented to the faculty supervisor on Tuesday.	Nura Syaza Shahmir					
21/01/25 (Tue)		1. Internship Progress Session With UTM Supervisor Dr Adila 2. Correction on the MB Me charge video	1. Internship Progress Session with UTM Supervisor Dr. Adila, where I presented all of my projects in detail and discussed side tasks, describing the journey throughout the department and my contributions. 2. Did some correction regarding the Mercedes-Benz Me Charge video, correcting the pronunciation of some word that are not pronounced correctly by the AI.						
22/01/25 (Wed)		1. Participate in the DEC PI Planning meeting 2. Continuning on the Microsoft Data Visualisation Profes	1. Participated in PI Planning Meeting meeting to understand the shared mission and vision for the upcoming Program Increment. 2. Studied data modeling and architecture topics, focusing on data modeling basics, DAX, and data privacy and security as part of the Microsoft Data Visualization Professional Certificate course. 3. Studied data preparation and management topics, concentrating on data sources, data transformation and cleaning, and data storage and processing to enhance skills in data preparation and management.						
23/01/25 (Thu)									
24/01/25 (Fri)									
25/01/25 (Sat)		Weekend							
26/01/25 (Sun)									
27/01/25 (Mon)	Week 20	1. Interview new intern candidate 2. Prepared candidates excel sheet	1. Conducted interviews for new interns candidates for the upcoming internship rollout in the Data Experience Center department. 2. Created an Excel sheet to compile and manage profile data of intern candidates	Nura Syaza Shahmir					
28/01/25 (Tue)		Company Closure for Chinese New Year							
29/01/25 (Wed)		Chinese New Year Holiday							
30/01/25 (Thu)									

Date	Week	Objectives	Activities	SV Remarks			
31/01/25 (Fri)		1. Interviewing new intern candidate 2. verification on the font size for global filter	1. Conducted interviews for new interns candidates for the upcoming internship rollout in the Data Experience Center department. 2. Verify the font size for global filter on all dashboard in HeliOS PowerBI to make sure the size is aligned.	 			
01/02/25 (Sat)		Weekend					
02/02/25 (Sun)							