






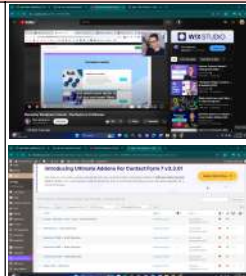

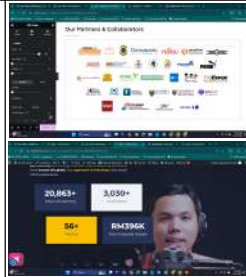



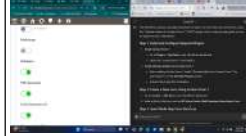







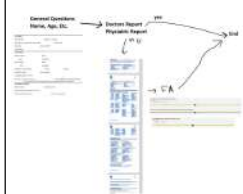







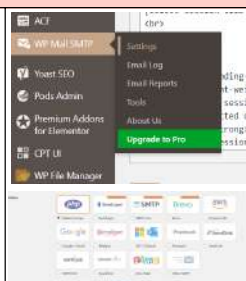





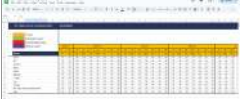













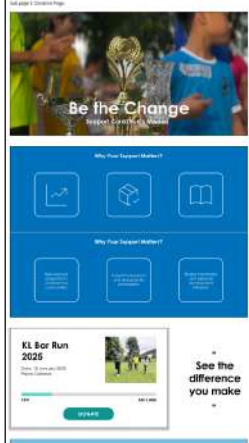

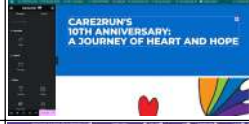
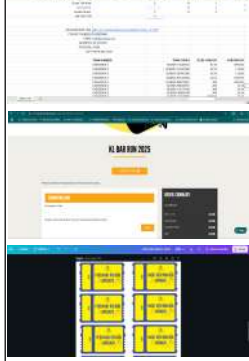
Date	Day	Week	Objectives	Activities	Achievements	Appendices	SV Remarks	
9/17/2024	Tue	Week 0	First Day Onboarding 1) To report duty to Mr. Prem Kumar Ramadas, Co-Founder of XD School and establish connections with the team and other interns. 2) To familiarise with the new work environment and start the onboarding process at Xtraordinary Digital School (XD School).	1) Arrived at XD School at 7:30 am and reported duty to Mr. Prem Kumar Ramadas. 2) Attended the onboarding session with other interns, which included the Welcome Kit, Survival Kit, Silent Hero Project overview and Communication Tools training 1. 3) Explored house facilities in the House Orientation session and learned the location of essential items. 4) Joined relevant communication channels, including WhatsApp groups for XD staff and interns as well as got familiarized with WhatsApp's navigation to streamline team communications.	1) Learned about the expectations of transitioning from university to a professional work life and the differences between academic and workplace responsibilities. 2) Learned the basics of workplace essentials, like team communication methods and orientation to house facilities which enable a smoother adjustment to the new environment. 3) Got a strong foundation for the upcoming tasks and challenges the valuable introductory guidance on workplace norms.			
9/18/2024	Wed		Second Day Onboarding 1) To gain a deeper understanding of XD School's branding, presentation techniques and communication tools. 2) To study the seven rainbows checklist of XD School and learn basic photography skills.	1) Continued the onboarding with activities/sessions like Pit Stop Game, Presentation 101, Communication Tools II and SS. 2) Engaged in branding sessions, reviewing branding guidelines including the "7 rainbow checklists" covering formal citation, content quality, brand assets (XD), brand assets (Care2Run), footers and bonus pointers. 3) Took part in the Photography session that covered techniques like filling in the frame, which are essential for XD School's visual content creation. 4) Setting up professional communication tools, including email signatures, company Outlook, Gmail and Zoom accounts to standardize communication within the organization. 5) Participated in practical session for Presentation 101 by searching for a suitable poster at XD School that can be improved.	1) Improved understanding of effective communication techniques which can enhance a project's outcomes. 2) Learned about the most important thing in the presentation which is attention-grabbing. 3) Learned the importance of brand consistency through the "7 rainbow checklists". 4) Got to learn useful photography skills that will help in creating good visual content for XD School.			
9/19/2024	Thu		Third-Day Onboarding 1) To enhance photography skills through a hands-on session in the park. 2) To improve presentation skills by editing and presenting a poster prototype as well as receiving helpful feedback from peers. 3) To learn fundamental coaching techniques and classroom aids.	1) Participated in a park photography session and applied the photography techniques learned while observing and capturing student activities. 2) Presented an improved poster prototype for feedback focusing on enhancing visual impact and alignment with branding. 3) Attended Coaching 101 which covered important coaching skills like mnemonic and acronym usage, game-based learning, conditioning and visual aids (task analysis, demonstrations, sequence cards and video models).	1) Gained practical experience in using photography skills within a learning environment. 2) Improved the visual presentations, implementing feedback to make content more engaging and in line with XD School's branding standards. 3) Developed foundational coaching skills, learning about various teaching aids that enhance learning retention.			
9/20/2024	Fri		Fourth Day Onboarding 1) To gain a deeper understanding of coaching strategies and behavior management plans. 2) To receive essential first aid training, with a focus on seizure management. 3) To complete department onboarding by understanding the roles and responsibilities within the assigned department at XD School.	1) Engaged in role-play exercises as part of the Comprehensive Management Plan for Children with Challenging Behavior. 2) Completed First Aid 101 training, with specific instructions on handling seizures to ensure readiness for emergency situations. 3) Reviewed XD School's policies, emphasizing workplace standards and guidelines. 4) Met with the assigned department to understand team roles, job scopes and departmental objectives.	1) Learned practical strategies for managing challenging behaviors in children. 2) Gained essential first aid knowledge, particularly in handling seizures ensuring preparedness in case of medical emergencies. 3) Established a clear understanding of department workflows, enabling effective collaboration.			
9/21/2024	Sat	Weekend						
9/22/2024	Sun							
9/23/2024	Mon	Fifth Day Onboarding 1) To participate in team activities and administrative processes, including taking a profile picture for XD School's records. 2) To learn about XD School's invoicing method for monthly payment claims.	1) Attended a park session with the team to observe and document activities. 2) Took a profile picture as part of the onboarding formalities. 3) Joined a minutes meeting education focused on educational initiatives and workflows. 4) Received training on the invoicing method, learning the steps required to submit claims for monthly payments.	1) Gained understanding of XD School's invoicing and payment claim procedures, essential for managing future financial tasks. 2) Participated in formal team activities, such as the profile photo session and the educational minutes meeting, which helped facilitate team unity.				
9/24/2024	Tue	Sixth Day Onboarding 1) To gather and implement feedback on the improved poster design. 2) To continue with department onboarding and complete CID onboarding, focusing on essentials for outdoor activities.	1) Discussed feedback on the poster design (workstation poster), with emphasis on visual and content alignment to meet branding standards. 2) Joined department onboarding sessions to understand team goals and workflows more deeply. 3) Attended Coaching and Instructional Design (CID) onboarding, learning the essentials for outdoor activities, such as the types of bags required and their contents. 4) Completed walkthroughs for printer and lamination usage, understanding essential office equipment and procedures.	1) Improved poster design based on feedback, helping to better align future visual projects with XD branding. 2) Understood CID requirements for outdoor activities, including necessary equipment, enhancing preparedness for event management tasks by watching the CID recordings. 3) Gained confidence in using office tools like the printer and laminator, which will be useful for future documentation and material preparation.				
9/25/2024	Wed	Week 1	1) To learn best practices in content creation, including designing effective thumbnails. 2) To attend an introduction and interview session for new intern Amanda Goh, as part of team-building activities.	1) Attended a content creation onboarding session, learning how to select and design effective thumbnails for digital content. 2) Discussed elements that make a good thumbnail, such as clarity, relevance and attention-grabbing visuals. 3) Attended the introduction and interview session for Amanda Goh understanding her role and responsibilities.	1) Acquired skills in thumbnail design that will enhance content creation abilities. 2) Participated in team-building activities, strengthening connections with new interns and fostering a collaborative atmosphere.			

9/26/2024	Thu		1) To support team morale through participation in a farewell event for outgoing interns. 2) To begin research on a case study focused on the XD School merchandise page.	1) Attended a farewell celebration for interns completing their internship, contributing to team's unity. 2) Started research for the merchandise page case study, exploring relevant industry examples and XD School's brand requirements.	1) Enhanced team spirit and morale by participating in a farewell event, contributing to a positive work environment. 2) Built a foundational understanding of effective merchandise page strategies, which will guide future contributions to XD School's merchandise page.		
9/27/2024	Fri		1) To discuss the merchandise page case study and learn about XD School's web development team roles and expectations. 2) To gain foundational knowledge of WordPress, understand key concepts and discuss questions related to web development.	1) Met with the previous leader of the web department to discuss the case study and outline objectives and expectations. 2) Explored WordPress features, focusing on how to leverage its capabilities for XD School's web projects. 3) Engaged in a mock interview and discussion about secretarial contributions within the web department.	1) Enhanced understanding of web development practices at XD School, particularly around WordPress usage for site management. 2) Gained insights from experienced team members, helping clarify role and goals within the web development team.		
9/28/2024	Sat		Weekend				
9/29/2024	Sun	Week 2	Weekend				
9/30/2024	Mon		1) To familiarize with WordPress by watching instructional videos and exploring XD School's existing WordPress sites. 2) To understand the structure and features of XD School and Care2Run (C2R) WordPress platforms for future updates and site management.	1) Watched tutorial videos on YouTube to learn WordPress basics. 2) Explored the WordPress setups for XD School and C2R, reviewing content organization, design elements and user flow.	1) Gained foundational knowledge of WordPress, which is important for managing and updating XD School's websites. 2) Understanding the different structures of the XD School and C2R websites that will allowing in efficiently make updates and maintain branding consistency.		
10/1/2024	Tue		1) To locate relevant media assets for XD School's merchandise. 2) To build a new merchandise draft page on the company website.	1) Explored the company's OneDrive, locating folders containing merchandise-related images and details. 2) Began structuring the merchandise page using these assets, focusing on creating a layout that is visually appealing and user-friendly.	1) Get familiarized with XD School's OneDrive organization, streamlining future content searches. 2) Initiated the merchandise page layout, setting up the foundation for showcasing XD School's products effectively.		
10/2/2024	Wed		To address two assigned tickets involving updates on XD School's and C2R's WordPress sites.	1) Ticket 1: Edited the C2R WordPress site, adding a title to the collaborators' section and cropping the image to display only collaborators. 2) Ticket 2: Updated the "Small Changes, Big Impact" section on XD School's landing page, incorporating the latest data to reflect recent accomplishments.	Successfully completed updates for both tickets, enhancing the site's readability and keeping content up-to-date.		
10/3/2024	Thu		To participate in a comprehensive spring cleaning of XD School's facilities including the kitchen, classroom and studio.	1) Joined onsite XD members in a spring cleaning effort, focusing on tidying and organizing key areas such as the kitchen, classroom and studio. 2) Ensured that all spaces were left neat and well-organized, contributing to a productive and enjoyable work environment for all team members.	1) Enhanced the school's cleanliness and created a more inspiring workspace for the entire team. 2) Improved the organization of common areas, encouraging a sense of pride and teamwork among the XD members.		
10/4/2024	Fri	Week 3	1) To investigate and troubleshoot issues with the web application form. 2) To identify and resolve why email notifications from form submissions are not being received.	1) Tested the application form from multiple devices to verify the issue, attempting submission from a laptop. 2) Checked the notification settings for the emails linked to the form (helpinghands@thexdschool.com and prem@thexdschool.com) to identify potential misconfigurations.	1) Confirmed that email notifications are not functioning as expected. 2) Collaborating with team members to ensure further initiatives.		
10/5/2024	Sat		Weekend				
10/6/2024	Sun		Weekend				
10/7/2024	Mon		To address technical issues with the XD Recruitment and Functional Academic (FA) Form, focusing on troubleshooting and prevention strategies.	1) Prepared for a team meeting between Web Development and Co-Founder. 2) Attended a team meeting at 9:30 am to review current form issues and identify steps to fix and prevent failures in the XD Recruitment Form and FA Form.	Developed a clear action plan to troubleshoot form issues, focusing on restoring form functionality and ensuring reliability for future use.		
10/8/2024	Tue		To prioritize troubleshooting and restoring full functionality of the web forms, specifically the XD Recruitment and FA Forms.	Identifying and implementing fixes to restore the web forms to full operational status, addressing any backend or frontend issues that might be causing failures.	Stabilizing the XD Recruitment and FA Forms, ensuring a smooth application process for users and reducing support issues.		
10/9/2024	Wed	To update the FA calendar as per the third ticket, limit availability to 3:15 p.m. onwards from September to December.	1) Researched best practices for Ticket 3 , calendar updates to maintain accuracy and clarity in the FA schedule. 2) Began implementing updates on the FA calendar as per specified times and date range requirements.	Successfully started the calendar update, improving accessibility and schedule accuracy for FA sessions in line with user requirements.			
10/10/2024	Thu	To complete the third ticket by finalizing the FA calendar update with specified availability.	Continued editing the FA calendar, refining the time slots to ensure that only 3:15 pm onwards availability is displayed for the months of September to December.	Ensured that the FA calendar accurately reflects designated time slots, which improves clarity and scheduling efficiency for both users and team members.			

10/11/2024	Fri	Week 4	To complete the third ticket by finalizing all changes to the FA calendar and testing the updates to ensure accuracy and functionality.	1) Finished implementing the FA calendar update, setting availability from 3:15 pm onwards for September through December as per the third ticket. 2) Coordinated with team members to review the changes and gather any final feedback to ensure time slots were displayed correctly and matched user requirements.	Successfully completed and tested the FA calendar update, ensuring clear and consistent scheduling information for FA sessions.		
10/12/2024	Sat		Weekend				
10/13/2024	Sun						
10/14/2024	Mon		1) To improve the "Programmes" drop-down menu on the XD School Website, which is currently too long, by adding a better structure. 2) To research ways to organize this menu to make it easier to navigate. 3) To attend the weekly team meeting to discuss about Web Development team's progress and updates.	1) Got a new task which is Ticket 4 : Programmes drop down in header is way too long. Add further categorized, segmented scrolling. 2) Looked into different ways to break down long menus in WordPress on YouTube and discuss with peers. 3) Reviewed plugins for adding these features to the website. 4) Discussed the progress of the Web Development team during the weekly team meeting.	1) Learned about various WordPress tools for organizing menus in a user-friendly way. 2) Decided to go with the segmented scrolling option because it keeps the menu neat and easy for users to find programmes.	 	
10/15/2024	Tue	To add submenus in the "Programmes" section using WordPress tools, making it easier for users to browse.	1) Used WordPress's menu editor to create categorized submenus under "Programmes." 2) Checked to make sure the submenus showed up correctly on different browsers.	1) Successfully added submenus, making the drop-down menu cleaner and more organized. 2) Learned how to customize WordPress menus and make navigation more intuitive for users.	 		
10/16/2024	Wed	1) To get new feedback on the workstation poster and improve it based on team suggestions. 2) To research how to make a good maintenance page that is simple and friendly for users. 3) To start designing a "Coming Soon" page for the website.	1) Reviewed feedback on the workstation poster, making adjustments to improve readability and layout. 2) Researched how to make a good maintenance page that is short and sweet, compassionate, funny and entertaining, familiar look and feel, countdown and progress and update. 3) Created a draft for a "Coming Soon" page with welcoming messaging.	1) Successfully improved the poster design to make it more user-friendly. 2) Learned about creating maintenance pages that keep users informed in a friendly way. 3) Successfully created a "Coming Soon" page that is clear and welcoming for users.	 		
10/17/2024	Thu	To create a new Student Enquiry Form by combining questions from the Parent Feedback and FA forms, plus adding a section for a psychiatry report.	1) Researched good structures for student inquiry forms, especially ones that combine different types of questions to complete Ticket 5 . 2) Went through the Parent Feedback and FA Form questions to see how to merge them without making the form too long.	1) Gained a clear understanding of the purpose and focus of the questions. 2) Observed an effective structure for inquiry forms.			
10/18/2024	Fri	To join a company meeting to discuss how XD School can improve the employee experience and brainstorm possible solutions.	1) Participated in a company meeting to talk about areas where XD School can support employees better, including work environment and communication. 2) Shared ideas on improving team communication and giving employees more flexibility in their schedules. 3) Listened to feedback from team members on areas for improvement.	1) Gained a better understanding of the importance of listening to employee needs to create a positive work environment. 2) Contributed ideas for improving team dynamics and communication, which can help make work more enjoyable and effective.			
10/19/2024	Sat	Weekend					
10/20/2024	Sun						
10/21/2024	Mon	1) To complete Ticket 6 : Update the recruitment form posters by simplifying their design, removing extra frames and logos as well as ensuring it is clutter-free and easy to read. 2) To attend the weekly meeting to discuss updates and tasks. 3) To print out and display the workstation poster on the wall.	1) Edited the recruitment form posters, removing unnecessary frames and logos as well as simplifying the layout to make it more user-friendly. 2) Printed the workstation poster and displayed it in the designated area. 3) Participated in the weekly team meeting to discuss ongoing tasks and check the team's progress.	1) Successfully simplified the recruitment form posters, making them visually appealing and easy to read. 2) Contributed to improving the office environment with the workstation poster.			







10/22/2024	Tue	Week 5	1) To attend the UTM PSC briefing to understand relevant updates and information. 2) To refine and finalize the recruitment posters to ensure they are complete and visually consistent.	1) Attended the UTM PSC briefing to gain insights about the additional courses to be taken as an undergraduate student. 2) Reviewed the recruitment posters, addressing any remaining elements that needed adjustment and made the additional edits.	1) Gained valuable information from the UTM PSC briefing about the other three courses to be taken this semester. 2) Enhanced the recruitment posters' quality, making them more professional and accessible for viewers.		
10/23/2024	Wed		To participate in the weekly meeting to discuss ongoing projects and gather the Co-Founder's feedback on the updated recruitment posters.	1) Noted suggestions on minor improvements for the recruitment posters during the team meeting. 2) Discussed any new tasks and updates, aligning with the team's goals and priorities for the week.	1) Received useful feedback on the recruitment posters, allowing for final modifications to enhance their effectiveness. 2) Developed a better understanding of team goals and priorities.		
10/24/2024	Thu		1) To organize all ticket links in OneNote to improve task tracking. 2) To make final edits to the recruitment posters based on feedback from the previous day.	1) Compiled all ticket links into OneNote, ensuring that the information is organized and easy for the team to access. 2) Implemented the final edits to the recruitment posters, refining the design and content.	1) Improved team efficiency by organising ticket links in OneNote, making it easier to track and update tasks. 2) Successfully finalized the recruitment posters and updated the posters on the XD School's website.	 	
10/25/2024	Fri		1) To prepare for the upcoming weekly running clinic event by participating in a rehearsal. 2) To attend the company meeting to discuss goals, set priorities and understand team initiatives.	1) Participated in a rehearsal for the running clinic, which is practicing guiding participants through the event. 2) Joined the full team meeting to discuss and prioritize team goals, focusing on key projects and objectives. 3) Discussed the Web Team's priority goals which are SEO ranking, 10th Anniversary page, Form Stability, Fundraising page and XD Studio page. 4) Introduced new awards aimed at recognizing team efforts and encouraging collaboration, including the Silent Heroes Award, Most Valuable Team Player Award and Thank You Award.	1) Gained confidence and readiness for the running clinic through the rehearsal, ensuring familiarity with event procedures and tasks. 2) Developed a clear understanding of the Web Team's primary goals and how to prioritize tasks effectively. 3) Learned about the new awards system, which fosters team morale and acknowledges individual contributions.		
10/26/2024	Sat		Weekend				
10/27/2024	Sun	Week 6	1) To join an internal meeting to discuss web updates, form troubleshooting and upcoming page improvements. 2) To complete spring cleaning for workspace organization.	1) Participated in spring cleaning to help tidy shared spaces focusing on the main areas and staircase to keep the workspace organized. Content of the Internal Meeting: 2) Reviewed steps to improve SEO for C2R and XD websites using tools. 3) Documented steps to manually update FA session dates in WordPress and troubleshoot email issues by switching back to default SMTP. 4) Reviewed reference sites for layout ideas for the 10th Anniversary and Studio Webpage.	1) Learned basic steps to improve websites' SEO scores. 2) Gained experience in troubleshooting session dates and email issues. 3) Found design ideas for anniversary and studio pages.		
10/29/2024	Tue		1) To gain knowledge on how to improve the SEO score for the XD and C2R websites. 2) To identify techniques for optimizing content and structure to boost website visibility.	1) Researched SEO by watching YouTube videos and reading Google articles on SEO best practices. 2) Focused on understanding key SEO factors like keywords, meta tags and loading speed.	1) Developed a basic understanding of SEO and its components. 2) Provided a foundation to improve the SEO for both sites, as the tools also provide suggestions on how to improve the score.		
10/30/2024	Wed		1) To explore tools to check SEO scores and identify improvement areas for XD and C2R websites. 2) To understand detailed explanations about tickets through department briefing.	1) Used tools like Seobility to analyse both websites, reviewing reports and suggestions. 2) Attended a briefing by the head of the department for an overview of current tickets and responsibilities for each ticket.	1) Gained hands-on experience with Seobility, making it easier to identify specific improvements. 2) Provided clear, actionable insights into how to improve SEO, streamlining future work on these tasks.		
10/31/2024	Thu		Public Holiday - Deepavali				
11/1/2024	Fri		Weekend				
11/2/2024	Sat	Week 7	1) To prepare notes for the weekly meeting and update the Co-Founder on completed and in-progress tasks. 2) To begin planning for the Care2Run 10th Anniversary page.	1) Discussed project updates and collected team feedback in the weekly meeting. 2) Prepared notes of the meeting and updated the notes in the group and OneNote. 3) Created a planning chart for the C2R 10th Anniversary page.	1) Efficiently communicated progress, ensuring team alignment on project goals. 2) Established a good structure for the anniversary page planning.		
11/3/2024	Sun		Weekend				
11/4/2024	Mon		1) To prepare notes for the weekly meeting and update the Co-Founder on completed and in-progress tasks. 2) To begin planning for the Care2Run 10th Anniversary page.	1) Discussed project updates and collected team feedback in the weekly meeting. 2) Prepared notes of the meeting and updated the notes in the group and OneNote. 3) Created a planning chart for the C2R 10th Anniversary page.	1) Efficiently communicated progress, ensuring team alignment on project goals. 2) Established a good structure for the anniversary page planning.		

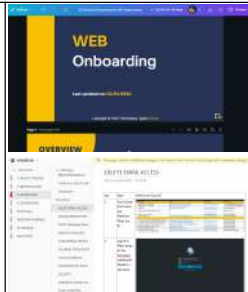




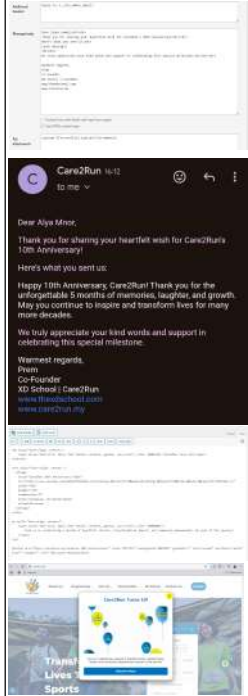
11/5/2024	Tue	Week 7	To outline the Volunteer and Fundraising webpages and sync up with the Co-Founder on the new FA webpage task.	1) Created a planning chart for the Volunteer and Fundraising Webpage. 2) Met briefly with the Co-Founder to discuss and understand new tasks related to the Functional Academic Webpage.	1) Established a good structure for the anniversary page planning, setting a solid foundation for content development. 2) Clarified new responsibilities to enable a better planning strategy for the FA webpage.		
11/6/2024	Wed		To create a calendar for tracking team attendance, including scheduled and unscheduled leave.	Set up a comprehensive calendar to track attendance, marking categories for Late, Scheduled Leave, Unscheduled Leave and Medical Leave to improve team coordination.	Developed an organized leave calendar, supporting efficient scheduling and transparency across the team.		
11/7/2024	Thu		1) To prepare for the running clinic at Taman Aman Park. 2) To gather questions for the student enquiry form.	1) Practiced setting up and managing the running clinic flow to ensure readiness for the actual event. 2) Collected relevant questions from parent feedback documentation and FA questions on the webpage to create a comprehensive question list for the student enquiry form.	1) Got a clear understanding of the flow of the running clinic as the output of the rehearsal, enhancing readiness for smooth operations on the event day. 2) Compiled a well-rounded list of questions, improving the relevance and completeness of the student enquiry form.	 	
11/8/2024	Fri		Weekend				
11/9/2024	Sat						
11/10/2024	Sun	Week 8	1) To support the running clinic at Taman Aman Park by assisting with the event preparation and execution. 2) To assist with Instagram content by creating and proofreading captions for official postings.	1) Arrived at XD School at 7:00 am to prepare the materials needed. 2) Participated in the running clinic's warm-up sessions and assisted with coordination. 3) Helped ensure participants had an engaging experience by cheering them on throughout the session. 4) Drafted and reviewed captions to ensure they were engaging and attention-grabbing.	1) Successfully facilitated the smooth execution of the running clinic. 2) Improved social media content quality and ensured consistency with the organisation's branding. 3) Gained insights into creating effective and engaging captions for event promotions.	 	
11/11/2024	Mon		1) To update the FA calendar according to the new schedule as Ticket 7 . 2) To resolve user issues with recruitment form submissions. 3) To prepare for weekly meetings and participate in the Web Development team meeting.	1) Edited calendar dates to correct inaccuracies and align with new session schedules (Monday: 9:30 AM - 10:30 AM and Tuesday: 10:00 AM - 11:30 AM). 2) Contacted users who experiencing difficulties with form submissions to troubleshoot and identify errors. 3) Organised notes and progress updates for the meeting and participated in the weekly meeting.	1) Successfully updated the FA calendar with accurate information. 2) Resolved form submission issues by removing unnecessary code that affected the functionality. 3) Presented clear updates during the meeting, demonstrating progress and readiness for future tasks.	 	
11/12/2024	Tue		1) To finalise the Gantt Chart for C2R 10th Anniversary Webpage by adding clear datelines. 2) To begin the planning stage of the Care2Run 10th Anniversary Page by defining goals and features.	1) Reviewed and decided on the clear date for completion of each stage in the C2R 10th Anniversary Webpage project. 2) Outlined the page's objectives, focusing on showcasing C2R's achievements in a decade. 3) Created a list of key features, including milestones, statistics, hero section and upcoming events.	1) Completed Gantt Chart updates for C2R 10th Anniversary Webpage Project. 2) Established a clear direction for the 10th Anniversary Page, laying the groundwork for future progress.	 	








11/13/2024	Wed		1) To define milestones and content needs for the 10th Anniversary Page. 2) To begin gathering resources for the page.	1) Identified key achievements and impactful moments to highlight. 2) Collected photos, graphics and media to use on the page. 3) Organised resources into a table for easy reference during design.	1) Defined clear milestones and content needs for the project. 2) Gathered a comprehensive collection of resources to support the page's development.		
11/14/2024	Thu		To develop a UI/UX design mock page for the 10th Anniversary Page.	1) Research the interactive scroll to improve user engagement. 2) Designed the mockup page on Figma and ensured the design was visually appealing and aligned with Care2Run's branding.	1) Completed an initial mock page design, ready for feedback and further iterations. 2) Learned effective UI/UX design techniques for creating engaging web pages.		
11/15/2024	Fri		To refine the 10th Anniversary Page mockup based on feedback.	1) Adjusted the layout and visuals to enhance readability and aesthetic appeal. 2) Incorporated new ideas to improve user navigation and engagement.	Delivered an improved mockup design with enhanced usability and visual coherence.		
11/16/2024	Sat	Week 9	Weekend				
11/17/2024	Sun						
11/18/2024	Mon		To design a mockup for the Volunteering and Fundraising Webpage in Figma.	1) Researched examples of effective donation and volunteer pages, focusing on user-friendly layouts. 2) Designed a mockup using Figma specifically sections for fundraising options.	1) Completed the initial design of the mockup, ensuring it aligns with organisational goals. 2) Gained insights into creating engaging fundraising pages that encourage user action.		
11/19/2024	Tue		1) To manage attendance for the running clinic. 2) To begin development for the Care2Run 10th Anniversary page in WordPress.	1) Updated and verified attendance lists for running the clinic by cross-checking registrations and participant sign-ins. 2) Set up the development environment on WordPress for the anniversary page.	1) Ensured the attendance list is correct. 2) Successfully initiated the development process for the Care2Run 10th Anniversary page.		
11/20/2024	Wed		1) To prepare coaching materials for students in XD School. 2) To continue progress on the design stage for C2R Anniversary Webpage project.	1) Prepared materials for easy access during the coaching session. 2) Worked on refining the design stage for ongoing projects, including page layouts.	1) Delivered comprehensive coaching materials for the team. 2) Completed the progress for the design stage.		
11/21/2024	Thu		1) To complete the registration for KL Bar Run 2025 2) To finalise medals and trophies management.	1) Allocated the performance codes for each member (1 - Speedster, 2 - Medium, 3 - Unfit) 2) Paired members into teams of three. 3) Registered participants through the KL Bar Run 2025 official website. 4) Prepared medals and trophies for the Sunday running clinic.	1) Finalised registration for KL Bar Run 2025 without errors. 2) Organised medals and trophies, ensuring readiness for the running clinic.		
11/22/2024	Fri		Weekend				
11/23/2024	Sat						
11/24/2024	Sun		1) To support the running clinic at Taman Aman Park by assisting with the event preparation and execution. 2) To assist with Instagram content by creating and proofreading captions for official postings.	1) Arrived at XD School at 6:45 am to prepare the materials needed. 2) Participated in the running clinic's warm-up sessions and assisted with coordination. 3) Helped ensure participants had an engaging experience by cheering them on throughout the session. 4) Drafted and reviewed captions to ensure they were engaging and attention-grabbing.	1) Successfully facilitated the smooth execution of the running clinic. 2) Improved social media content quality and ensured consistency with the organisation's branding. 3) Gained insights into creating effective and engaging captions for event promotions.		
11/25/2024	Mon		1) To finalise the descriptions for Care2Run's milestones covering 2014 - 2018. 2) To identify and select suitable photos that represent these milestones effectively.	1) Researched key events and accomplishments from 2014 to 2018 to ensure accurate milestone descriptions. 2) Reviewed C2R's archives and media files specifically WordPress media, OneDrive, Brand Booklet and Official Website to select visually appealing and relevant photos. 3) Matched the photos with the milestone descriptions.	1) Completed the milestone descriptions with clear and impactful narratives. 2) Selected and paired appropriate photos that enhance storytelling for 2014 - 2018.		

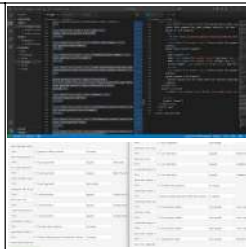






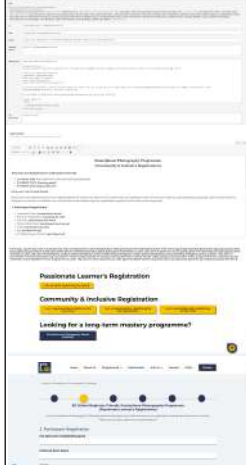
11/26/2024	Tue	Week 10	1) To finalise the descriptions for Care2Run's milestones covering 2019 -2021. 2) To identify and select suitable photos that represent these milestones effectively.	1) Researched key events and accomplishments from 2019 to 2021 to ensure accurate milestone descriptions. 2) Reviewed C2R's archives and media files specifically WordPress media, OneDrive, Brand Booklet and Official Website to select visually appealing and relevant photos. 3) Matched the photos with the milestone descriptions.	1) Completed the milestone descriptions with clear and impactful narratives. 2) Selected and paired appropriate photos that enhance storytelling for 2019 -2021.		
11/27/2024	Wed		1) To enhance the "About Us" page by updating links and profile pictures for team members as per Ticket 8. 2) To perform a root cause analysis (RCA) to fix the broken link for the XD Graduate Management Programme 1 Recruitment form as per Ticket 9.	1) Updated the following team members' profiles: Susan Lau: Added link to Functional Academics page and updated profile picture. Ryan Choo: Added a YouTube link. Edward Gomez: Added LinkedIn profile link. Leena Rajagopal: Added LinkedIn profile link. 2) Verified that all changes are reflected correctly on the webpage. 3) Investigated and resolved the broken link in the recruitment form by identifying and removing an unnecessary item that was accidentally added.	1) Successfully repaired and updated the "About Us" page. 2) Restored the functionality of the recruitment form, enhancing accessibility for users.		
11/28/2024	Thu		To assist with an interview session.	1) Assisted in coordinating and preparing the interview process, ensuring a smooth flow of sessions. 2) Cleaned and organised the designated areas to ensure a professional and welcoming environment for the guest.	Contributed to a well-organised and efficient interview session.		
11/29/2024	Fri		1) To finalise the descriptions for Care2Run's milestones covering 2022 -2024. 2) To identify and select suitable photos that represent these milestones effectively.	1) Researched key events and accomplishments from 2022 to 2024 to ensure accurate milestone descriptions. 2) Reviewed C2R's archives and media files specifically WordPress media, OneDrive, Brand Booklet and Official Website to select visually appealing and relevant photos. 3) Matched the photos with the milestone descriptions.	1) Completed the milestone descriptions with clear and impactful narratives. 2) Selected and paired appropriate photos that enhance storytelling for 2022 -2024.		
11/30/2024	Sat	Weekend					
12/1/2024	Sun	Week 11	1) To support the onboarding process for new interns and web team members. 2) To participate in a weekly team meeting. 3) To develop a blueprint for the "Contact Us" page.	1) Guided new interns through onboarding by introducing them to work systems and processes. 2) Explained job scopes, set up XD browser and Outlook as well as provided tours of WordPress and OneNote tools for the web team onboarding. 3) Participated in the weekly meeting to present updates and gather feedback. 4) Made the blueprint for the "Contact Us" page, outlining layout structure and improvements.	1) Successfully onboarded new interns and web team members, ensuring they were equipped with the necessary tools and knowledge. 2) Created a functional blueprint for the "Contact Us" page, providing a strong foundation for its development.		
12/3/2024	Tue		1) To continue supporting the onboarding process. 2) To address issues with the XD website header.	1) Delivered a survival kit and conducted a house orientation for new interns. 2) Repaired the XD website header by modifying the layout and CSS, ensuring "Contact" and "FAQ" were displayed as separate sections.	1) Enhanced the onboarding experience with practical support. 2) Improved the website's header usability by implementing a more intuitive layout design.		
12/4/2024	Wed		1) To support coaching sessions by facilitating engaging activities. 2) To continue the design stage of the webpage using Elementor widgets.	1) Assisted in a coaching session by organising and guiding activities like the social discovery game and role play. 2) Utilised Elementor widgets, including Heading, Text Editor and Image Carousel to enhance webpage design with engaging and interactive elements.	1) Contributed to a successful coaching session that fostered participant engagement and skill-building. 2) Expanded expertise in Elementor tools, improving the webpage design's functionality and visual appeal.		
12/5/2024	Thu		1) To prepare for an upcoming Sunday event. 2) To continue the design stage of the webpage, incorporating advanced coding techniques for customization.	1) Organised medals and developed a time assessment system for the Sunday event. 2) Integrated inline HTML, CSS and JavaScript into the webpage design for additional customization and functionality, complementing existing Elementor elements.	1) Successfully prepared event materials, ensuring smooth execution on Sunday. 2) Improved the webpage's interactivity and uniqueness by leveraging custom coding techniques.		
12/6/2024	Fri		Weekend				
12/7/2024	Sat		Weekend				
12/8/2024	Sun		1) To support the running clinic at Taman Aman Park by assisting with the event preparation and execution. 2) To assist with Instagram content by creating and proofreading captions for official postings.	1) Arrived at XD School at 6:40 am to prepare the materials needed. 2) Participated in the running clinic's warm-up sessions and assisted with coordination. 3) Helped with time keeping and prize giving. 4) Drafted and reviewed captions to ensure they were engaging and attention-grabbing.	1) Successfully facilitated the smooth execution of the running clinic. 2) Improved social media content quality and ensured consistency with the organisation's branding. 3) Gained insights into creating effective and engaging captions for event promotions.		
12/9/2024	Mon	Week 12	To refine the Anniversary page design for smartphone compatibility.	Performed mobile responsiveness tests on smartphones, adjusting layouts, font sizes and interactive elements to ensure a consistent user experience across different devices.	Achieved cross-device compatibility for the Anniversary page, ensuring it is visually appealing and functional on smartphones.		
12/10/2024	Tue		To refine the Anniversary page design for tablet and PC compatibility.	Performed mobile responsiveness tests on tablets and PCs, adjusting layouts, font sizes and interactive elements to ensure a consistent user experience across different devices.	Achieved cross-device compatibility for the Anniversary page, ensuring it is visually appealing and functional on tablets and PCs.		
12/11/2024	Wed		Continue enhancing the Anniversary page design by incorporating sticky overlapping containers.	Implemented sticky overlapping container feature using HTML and CSS to improve user interactivity.	Improved the Anniversary page's interactivity and accessibility with the sticky overlapping container feature, enhancing the user's browsing experience.		





12/12/2024	Thu	Week 13	<p>1) To prepare materials and logistics for the upcoming running clinic.</p> <p>2) To participate in the rehearsal for the Smartphone Photography Series event.</p>	<p>1) Organised and reviewed essential items for the running clinic, including medals and time assessment.</p> <p>2) Attended the Smartphone Photography Series rehearsal, familiarising with the event flow and providing input for smooth execution.</p>	<p>1) Ensured readiness for the running clinic by organising necessary resources.</p> <p>2) Contributed to the successful rehearsal of the Smartphone Photography Series, aligning with event goals and plans.</p>	 
12/13/2024	Fri		Weekend			
12/14/2024	Sat		Weekend			
12/15/2024	Sun	Week 13	<p>1) To support the running clinic at Taman Aman Park by assisting with the event preparation and execution.</p> <p>2) To assist with Instagram content by creating and proofreading captions for official postings.</p>	<p>1) Arrived at XD School at 6:40 am to prepare the materials needed.</p> <p>2) Participated in the running clinic's warm-up sessions and assisted with coordination.</p> <p>3) Helped with time keeping and prize giving.</p> <p>4) Drafted and reviewed captions to ensure they were engaging and attention-grabbing.</p>	<p>1) Successfully facilitated the smooth execution of the running clinic.</p> <p>2) Improved social media content quality and ensured consistency with the organisation's branding.</p> <p>3) Gained insights into creating effective and engaging captions for event promotions.</p>	
12/16/2024	Mon		<p>To continue designing the C2R 10th Anniversary webpage, focusing on milestones from 2019 to 2024 (Ticket 10).</p>	<p>1) Utilised Elementor widgets such as Heading, Text Editor and Image Carousel to structure the milestone section.</p> <p>2) Sourced appropriate photos and edited them using design tools to align with the website's visual theme.</p> <p>3) Drafted and reviewed the milestone descriptions for accuracy.</p>	<p>1) Successfully completed the 2019 - 2024 milestone section, ensuring a visually appealing design.</p> <p>2) Gained further experience in using Elementor for milestone-oriented web design.</p>	
12/17/2024	Tue		<p>1) To solve Ticket 11: Plan and document solutions for removing Teacher Susan's profile from the Functional Academics (FA) page without disrupting the page layout or functionality.</p> <p>2) To attend the weekly team meeting.</p> <p>3) To support the coaching session during the energiser activity.</p>	<p>1) Analysed the page structure to determine the impact of removing Teacher Susan's profile.</p> <p>2) Created a planning document with multiple solutions.</p> <p>3) Collaborated during the weekly meeting to provide updates and gather feedback.</p> <p>4) Assisted the energiser session to engage with students.</p>	<p>1) Produced planning documentation with multiple solutions for Ticket 11, ensuring minimal disruption to the FA page.</p> <p>2) Enhanced communication and problem-solving skills through team collaboration and brainstorming.</p> <p>3) Successfully energised participants during the coaching session, contributing to a positive learning environment.</p>	
12/18/2024	Wed		<p>To participate in a site visit to Microsoft and assist with event coordination.</p>	<p>1) Assisted and coordinated with event organisers to ensure smooth event operations.</p> <p>2) Acted as an admin, technical team and point of contact between team members and event stakeholders.</p>	<p>1) Contributed to the successful execution of the Microsoft site visit by providing hands-on coordination support.</p> <p>2) Gained insights into professional event management and corporate networking practices.</p>	
12/19/2024	Thu		<p>To continue designing various sections of the 10th Anniversary webpage, including the divider, statistics, hero section and next event section.</p>	<p>1) Developed the statistics section by implementing dynamic counters and visually engaging charts.</p> <p>2) Styled the hero section with calls-to-action to capture users' attention and implement wave effect using HTML code.</p> <p>3) Drafted the next event section with essential details.</p>	<p>1) Completed the divider, statistics, hero and next event sections with a professional design.</p> <p>2) Strengthened technical skills in inline HTML, CSS and Elementor for advanced web development.</p>	
12/20/2024	Fri	Weekend				
12/21/2024	Sat	Week 14	<p>1) To support the running clinic at Taman Aman Park by assisting with the event preparation and execution.</p> <p>2) To assist with Instagram content by creating and proofreading captions for official postings.</p>	<p>1) Arrived at XD School at 6:45 am to prepare the materials needed.</p> <p>2) Participated in the running clinic's warm-up sessions and assisted with coordination.</p> <p>3) Helped with time keeping, prize giving and technical.</p> <p>4) Drafted and reviewed captions to ensure they were engaging and attention-grabbing.</p>	<p>1) Successfully facilitated the smooth execution of the running clinic.</p> <p>2) Improved social media content quality and ensured consistency with the organisation's branding.</p> <p>3) Gained insights into creating effective and engaging captions for event promotions.</p>	
12/22/2024	Sun		Weekend			

12/23/2024	Mon	Week 14	1) To perform a final review of the C2R 10th Anniversary webpage with peers. 2) To install a plugin to enable public preview links. 3) To optimise SEO of the C2R 10th Anniversary Webpage.	1) Conducted a peer review session to identify minor adjustments needed for the webpage to ensure readiness for publishing. 2) Installed the Public Preview Link plugin, enabling external feedback. 3) Updated the webpage's SEO attributes, including adding meta descriptions to improve visibility, refining key phrases and adding alt text for images.	1) Finalised the webpage's design with minor corrections based on peer feedback. 2) Successfully installed the preview plugin, enhancing collaboration with stakeholders. 3) Improved the page's SEO readiness, ensuring better search engine performance.		
12/24/2024	Tue		1) To validate the 10th Anniversary webpage and gather feedback for continuous improvement. 2) To generate a PDF generator code for the contact forms on the student inquiry form. 3) To add a "Services" section and a "Wish" section to the anniversary page.	1) Tested the webpage by sharing the preview link with team members and stakeholders for feedback. 2) Wrote a custom code snippet for PDF generator for contact form submissions, enabling streamlined data handling. 3) Designed and implemented a "Services" section and a "Wish" section for sharing aspirations related to the anniversary.	1) Collected actionable feedback and planned improvements for the webpage. 2) Successfully added PDF generator functionality, enhancing the student inquiry form's utility. 3) Enriched the anniversary page with additional sections to better serve the audience.		
12/25/2024	Wed		Public Holiday - Christmas Day				
12/26/2024	Thu		1) To add 2024 content to the milestones page (Ticket 12). 2) To install the Pop-Up Maker plugin. 3) To attend meeting for the Smartphone Photography Series (SPS) scheduled for 30/12.	1) Updated the milestones page to include achievements from 2024, ensuring consistency with prior years. 2) Installed and configured the Pop-Up Maker plugin to enable engaging on-screen messages. 3) Participated in the SPS meeting, contributing ideas for event coordination and execution.	1) Successfully integrated 2024 milestones, maintaining the page's chronological narrative. 2) Enabled pop-up functionality on the website, enhancing user engagement. 3) Gained insights into the SPS event plan and contributed to the event preparation.		
12/27/2024	Fri		To add a pop-up form to the website to improve user interaction.	Designed and implemented a pop-up form using the Pop-Up Maker plugin.	1) Successfully added a fully functional pop-up form, increasing the website's interactivity and data collection capabilities. 2) Enhanced technical skills in using the Pop-Up Maker plugin.		
12/28/2024	Sat		Weekend				
12/29/2024	Sun						
12/30/2024	Mon		1) To assist with the Smartphone Photography Series event at Pusat Kreatif Kanak-Kanak Tuanku Bainun. 2) To conduct device compatibility testing for the C2R 10th Anniversary webpage.	1) Provided on-site support for the Smartphone Photography Series event, ensuring smooth coordination and assisting participants. 2) Tested the webpage on various devices such as mobile phones, tablets and PCs to identify and resolve compatibility issues.	1) Successfully supported the event, contributing to its seamless execution. 2) Ensured the 10th Anniversary webpage was fully functional and visually appealing across all tested devices.		
12/31/2024	Tue		To finalise the 10th Anniversary webpage by adding the "Thank You" section and performing a final review before publishing.	1) Designed and integrated a "Thank You" section, acknowledging contributors and supporters of the 10th Anniversary celebration. 2) Conducted a last thorough review of the webpage, verifying content accuracy, design consistency and functionality. 3) Published the completed webpage after final approval.	1) Successfully published the 10th Anniversary webpage. 2) Gained experience in finalising and launching a significant web project under tight deadlines, multiple rejections and changes.		
1/1/2025	Wed	Public Holiday - New Year Day					

1/2/2025	Thu	Week 15	1) To update the web onboarding slides as outlined in Ticket 13 . 2) To create documentation for deleting email access. 3) To assist another intern in handing over responsibilities.	1) Revised and enhanced the web onboarding slides to include updated processes and resources for new interns. 2) Documented the step-by-step process for deleting email access in Plesk, ensuring a clear guide for future reference. 3) Collaborated with another intern to ensure a smooth handover of responsibilities.	1) Delivered updated onboarding slides, improving the onboarding process for new team members. 2) Created comprehensive documentation, contributing to operational efficiency. 3) Facilitated a seamless transition of responsibilities, maintaining team productivity.			
1/3/2025	Fri		To update the intern site as per Ticket 14 , involving tasks in Figma, WordPress and information gathering.	1) Gathered updated information about team members to include accurate profiles and details. 2) Edited the intern site design in Figma, refining layouts and ensuring alignment with organisational branding. 3) Implemented the updated design and content on WordPress, ensuring a user-friendly interface and functional features.	1) Successfully updated the intern site, showcasing a professional design with accurate team information. 2) Improved technical skills in integrating design tools (Figma) with content management platforms (WordPress).			
1/4/2025	Sat		Weekend					
1/5/2025	Sun							
1/6/2025	Mon	Week 16	1) To resolve the 403 - Access Forbidden error in Google Search Console. 2) To attend the weekly meeting to provide updates and receive instructions on the Functional Academics page.	1) Investigated the 403 error and identified potential causes related to missing or misconfigured header/footer scripts. 2) Installed and configured the "Header Footer Code Manager" plugin to correct the script issues. 3) Participated in the weekly meeting, shared updates and got feedbacks related to the Functional Academics page.	1) Successfully resolved the 403 error, restoring full functionality in Google Search Console. 2) Improved knowledge of plugin-based solutions for debugging web errors. 3) Received actionable insights from the meeting for the upcoming tasks.			
1/7/2025	Tue		1) To develop a workflow for Functional Academics continuity and add seven new programs (Ticket 15). 2) To address the font missing issue in Figma.	1) Created a detailed workflow and storyboard outlining the steps required for the continuity of Functional Academics and incorporating new program development. 2) Researched and reinstalled missing font files in Figma, ensuring consistency with organisational branding.	1) Delivered a well-structured workflow to streamline program updates. 2) Resolved the font issue in Figma, enhancing design accuracy and consistency.			
1/8/2025	Wed		1) To set up the environment for Functional Academics continuity. 2) To begin editing the contact form based on the workflow.	1) Duplicated the existing contact form and page using WordPress tools to create a baseline for modifications. 2) Started customising the contact form according to the predefined workflow.	1) Successfully set up a working environment for edits without affecting the live website. 2) Progressed on creating a tailored contact form to support Functional Academics continuity.			
1/9/2025	Thu		1) To support the interview session. 2) To prepare for the upcoming Running Clinic. 3) To edit notification alerts and test forms on the 10th Anniversary page. 4) To add a pop-up for the Care2Run anniversary on the main/landing page.	1) Assisted the interview session by ensuring smooth communication and giving feedback on the case study. 2) Prepared logistics for the Running Clinic, including supplies and planning. 3) Edited and tested notification alerts for the "Send Wish" and "Share Story" features on the 10th Anniversary page. 4) Designed and implemented a pop-up for the Care2Run anniversary, ensuring functionality and alignment with the landing page aesthetics.	1) Contributed to a seamless interview process and Running Clinic preparation. 2) Enhanced the user experience of the 10th Anniversary page with improved notifications and interactive pop-ups.			
1/10/2025	Fri		Weekend					

1/11/2025	Sat		To support the Running Clinic's final practice before the KL Bar Run 2025.	1) Arrived at Padang Merbok at 6:30 am to prepare the materials needed. 2) Coordinated the practice session and managed merchandise sales, successfully sold 12 Care2un shirts. 3) Supervised the drink checkpoint and led cheerleading to motivate participants.	1) Played a key role in the successful execution of the Running Clinic. 2) Fostered a positive atmosphere for participants through effective coordination.		
1/12/2025	Sun		Weekend				
1/13/2025	Mon		1) To continue implementing continuity for Functional Academics (FA) page. 2) To document merchandise sales from the last Running Clinic practice session.	1) Worked on the FA continuity process, refining workflows and ensuring seamless functionality for upcoming updates. 2) Created a detailed report documenting merchandise sales, including items sold, quantities and revenue generated.	1) Progressed in setting up FA continuity, contributing to the program's stability and effectiveness. 2) Generated an accurate record of merchandise transactions for accountability and future reference.		
1/14/2025	Tue		To control spam on the 10th Anniversary page pop-up as Ticket 16 .	1) Installed and configured the WP Armour - HoneyPot Anti-Spam plugin to handle spam on the anniversary page. 2) Tested the functionality to ensure legitimate submissions while blocking spam effectively.	Successfully reduced spam issues, enhancing the security and reliability of the anniversary page's pop-up forms.		
1/15/2025	Wed		1) To continue working on FA continuity. 2) To prepare for the KL Bar Run 2025.	1) Enhanced workflows and edited content for FA continuity, focusing on form updates and structure improvements. 2) Coordinated preparations for the KL Bar Run 2025, including logistics and participant materials.	1) Improved FA continuity setup to align with organisational goals. 2) Ensured readiness for the KL Bar Run by addressing key preparation tasks.		
1/16/2025	Thu	Week 17	1) To test the Functional Academic form and resolve data-fetching issues. 2) To continue KL Bar Run 2025 preparations.	1) Conducted a thorough testing of the FA form and identified issues related to fetching session date and time data. 2) Resolved the issue as per Ticket 17 by debugging the form script and updating the backend data handlers. 3) Managed logistics for the KL Bar Run, including participant support and vendor coordination.	1) Ensured the FA form operates as intended, improving data accuracy and user experience. 2) Progressed in organising the KL Bar Run with smooth planning and problem-solving efforts.		
1/17/2025	Fri		1) To finalise preparations for the KL Bar Run 2025. 2) To handle access removal tasks.	1) Prepared participant items, including medals, trophies and certificates. 2) Drafted a short story for the event winner, reflecting the journey and spirit of the competition. 3) Conducted a detailed inventory of shirts, including availability, sizes, sales records and pricelists for anniversary packages as well as prepared the Google form for preorders and feedback. 4) Prepared the promotional materials for the sale clearance. 5) Removed email access for interns who completed their internships.	1) Completed all necessary preparations for a successful KL Bar Run event. 2) Ensured secure data handling by revoking unnecessary email access.		
1/18/2025	Sat		To participate and support the actual KL Bar Run 2025 at Padang Merbok, Kuala Lumpur.	1) Set up the vendor booth at the event location, attracting participants to visit the booth. 2) Coordinated event logistics, including participant engagement and merchandise promotion.	1) Successfully contributed to the KL Bar Run 2025 by ensuring a well-organised vendor setup. 2) Boosted self-confidence, booth visibility and engagement through effective event support and merchandise promotion.		
1/19/2025	Sun		Weekend				
1/20/2025	Mon		1) To update the Functional Academic (FA) calendar and timetable (Ticket 18). 2) To propose a solution for the FA continuity to supervisor.	1) Made updates to the FA calendar and timetable, incorporating new schedules and changes. 2) Made proposed solution to streamline and maintain FA continuity across workflows.	1) Successfully updated the FA calendar and timetable to reflect the latest changes, ensuring accuracy. 2) Proposed a structured approach for FA continuity, addressing long-term efficiency.		

1/21/2025	Tue	Week 18	1) To attend the weekly meeting to provide updates on progress. 2) To implement the solution for FA continuity across all FA forms. 3) To add 7 new programs along with their respective dates and times.	1) Participated in the progress update meeting and shared the status of ongoing tasks. 2) Implemented the proposed continuity solution for all FA forms, ensuring consistency and usability. 3) Integrated 7 new programs into the FA platform, including accurate scheduling information.	1) Effectively communicated progress during the meeting, ensuring alignment with stakeholders. 2) Enhanced the FA forms by applying the continuity solution, improving user experience and functionality. 3) Successfully added new programs, enriching the FA offering.		
1/22/2025	Wed		1) To add a pre-order shirt section to the anniversary page as per Ticket 19. 2) To edit the mobile view of the header for better user experience.	1) Designed and implemented a pre-order shirt section on the anniversary page, enabling users to place orders. 2) Updated the header layout for mobile devices to enhance its visual appeal and usability.	1) Completed the pre-order shirt section, providing a seamless ordering experience for users. 2) Improved the mobile header design, ensuring a more user-friendly interface across devices.		
1/23/2025	Thu		To come in for the industrial training visit, including preparation and presentation.	1) Prepared the studio and presentation slides for the visit. 2) Delivered a presentation to supervisors from both the organisation and faculty, covering progress and achievements. 3) Engaged in a Q&A session, followed by lunch and an informal discussion with supervisors.	1) Successfully presented industrial training progress and contributions, receiving valuable feedback. 2) Strengthened relationships with organisational and faculty supervisors through meaningful discussions.		
1/24/2025	Fri		Begin the development of the volunteer page.	Initiated the design and layout for the volunteer page, focusing on structure and key elements to include.	Laid the foundation for the volunteer page, setting the stage for its completion and launch.		
1/25/2025	Sat	Week 19	Weekend				
1/26/2025	Sun						
1/27/2025	Mon		1) To plan the volunteer page structure (Ticket 20) and the Smartphone Photography Series (SPS) form (Ticket 21). 2) To conduct spring cleaning.	1) Outlined the structure and requirements for the volunteer page. 2) Planned the SPS form setup, identifying necessary fields and conditions. 3) Organised and cleaned up files, resources and workspace as part of the spring cleaning process.	1) Established a clear plan for the volunteer page and SPS form development. 2) Improved organisation and workspace efficiency through spring cleaning.		
1/28/2025	Tue		1) To begin SPS page development. 2) To continue spring cleaning.	1) Duplicated the SPS page, form page and contact form for development. 2) Set up additional add-ons to enhance SPS form functionality. 3) Continued workspace and file organisation.	1) Prepared a structured foundation for the SPS page, ensuring smooth development. 2) Improved efficiency and organisation through continued spring cleaning.		
1/29/2025	Wed	Week 20	Public Holiday - Chinese New Year				
1/30/2025	Thu						
1/31/2025	Fri		1) To build the SPS contact form. 2) To update the conditional fields to improve form usability.	1) Build the form layout and logic for two types of registration which are Passionate Learner and Community & Inclusive. 2) Implemented conditional fields to ensure users only see relevant sections.	Enhanced the SPS registration process, making it more user-friendly and efficient.		
2/1/2025	Sat		Weekend				
2/2/2025	Sun	Week 21					
2/3/2025	Mon		1) To update the mail confirmation and PDF generator for the SPS registration form. 2) To test the form functionality and publish.	1) Updated mail notifications and ensured correct details were included. 2) Adjusted the PDF generator settings to properly format submitted data. 3) Conducted multiple tests to verify accuracy and published the forms.	Successfully tested and published the SPS forms ensuring smooth registration processing.		

2/4/2025	Tue	Week 20	1) To develop volunteer registration forms. 2) To test all recruitment forms, detect and fix errors.	1) Created volunteer registration forms for Normal Volunteer Registration and Professional Support Registration. 2) Conducted extensive testing to identify and resolve any errors in recruitment forms.	1) Completed the volunteer registration forms. 2) Successfully handling errors in the recruitment forms.	
2/5/2025	Wed		1) To develop the main volunteer page. 2) To attend a team meeting.	1) Designed and built the main volunteer page, including relevant information and call-to-action sections. 2) Participated in the meeting to discuss progress and next steps.	1) Successfully developed a structured and engaging volunteer main page. 2) Provided updates and received feedback during the meeting.	
2/6/2025	Thu		1) To test volunteer forms and improve SEO. 2) To publish the volunteer page and forms. 3) To prepare handover documentation. 4) To update the intern page. 5) To attend a farewell party.	1) Conducted form testing to ensure smooth user experience. 2) Optimised SEO elements, including meta descriptions, keywords and alt text. 3) Published the final volunteer page and forms. 4) Made a detailed handover documentation. 5) Updated intern information on the website. 6) Attended the farewell party.	1) Successfully launched the volunteer page and forms with SEO improvements. 2) Completed the documentation and intern page updates. 3) Celebrated the end of the internship experience.	
2/7/2025	Fri		To complete offboarding and handover tasks.	1) Returned the XD Hub key and updated the Google Form. 2) Completed a Google review for XD. 3) Deleted email access for security purposes. 4) Exited all related WhatsApp groups.	Successfully completed all offboarding tasks, ensuring a smooth transition.	
2/8/2025	Sat		Weekend			