

# Internship TimeSheet

Hanna Shibata

|                | DATE       | DESCRIPTION   | HOURS      | WEEKLY SUBTOTAL |
|----------------|------------|---|------------|-----------------|
| <b>WEEK 7</b>  | 10/7/2024  | Attended "Kickoff" Zoom mtg w/ supervisor. Met with Matt Kurano from DOH  | 2.5        | 10              |
|                | 10/9/2024  | Cont of our kickoff meeting, filled our paperwork, got oriented   | 2.5        |                 |
|                | 10/10/2024 | Independent research (DOH and getting oriented with NMA Website Renewal plan)   | 2.5        |                 |
|                | 10/11/2024 | Independent research (DOH and getting oriented with NMA Website Renewal plan)   | 2.5        |                 |
| <b>WEEK 8</b>  | 10/14/2024 | Setting up Wordpress and Local for NMA Website redesign. Updated the project brief for DOH (questions). Attended Adobe MAX (2hr).   | 4.5        | 10              |
|                | 10/16/2024 | Oriented Figma file setup and learning Divi working environment in Local/Wordpress (NMA website redesign). Watched Adobe Max talk.  | 5.5        |                 |
| <b>WEEK 9</b>  | 10/21/2024 | Setting up Wordpress Local environment for NMA website, updated tasks for the following week.   | 2.5        | 8               |
|                | 10/22/2024 | Worked on the about page of the NMA website.  | 2          |                 |
|                | 10/23/2024 | Metting with Steve about Maida Kamber Center project. Continuing NMA website redesign.  | 2.5        |                 |
|                | 10/25/2024 | Met with Stephanie Chang for interview.   | 1          |                 |
| <b>WEEK 10</b> | 10/28/2024 | Worked on HIC documents for the internship at Stephanie Chang. (including email exchanges with Stephanie, HIC, and NMA)   | 2.5        | 12              |
|                | 10/30/2024 | Discussing the tasks (NMA hero image) and Divi functions in wordpress.  | 2.5        |                 |
|                | 11/1/2024  | Worked on NMA website hero image ideation.  | 7          |                 |
| <b>WEEK 11</b> | 11/4/2024  | Discussed where we are, shared the working files in the <a href="#">Google Drive</a> . Kick-off with Stephanie from 3:00 pm – 4:30 pm. (I'm transitioning to internal intern to Stephanie Chang.) | 4          | 9               |
|                | 11/5/2024  | Started working on the birthday card for Spectrum management (research).  | 3          |                 |
|                | 11/8/2024  | Continue working on the birthday card for Spectrum management (research).   | 2          |                 |
| <b>WEEK 12</b> | 11/11/2024 | Continue working on the birthday card for Spectrum management (R1).   | 3          | 11              |
|                | 11/13/2024 | Continue working on the birthday card for Spectrum management (R1). Scheduled check-in w/ Stephanie.  | 3          |                 |
|                | 11/14/2024 | Continue working on the birthday card for Spectrum management (R1), correcting the course after the meeting on 13th.  | 5          |                 |
| <b>WEEK 13</b> | 11/17/2024 | Watched a video on data viz which Stephanie shared. Exchanged emails with Stephanie about the assingment.   | 2.5        | 14              |
|                | 11/18/2024 | Continue working on the birthday card for Spectrum management (R2). Watched the second half of the video from above.  | 3.5        |                 |
|                | 11/20/2024 | Continue working on the birthday card for Spectrum management (R3). Scheduled check-in w/ Stephanie.  | 3          |                 |
|                | 11/22/2024 | Continue working on the birthday card for Spectrum management (R3). Scheduled check-in w/ Stephanie.  | 5          |                 |
| <b>WEEK 14</b> | 11/25/2024 | Continue working on the birthday card for Spectrum management (R4).   | 5          | 21              |
|                | 11/27/2024 | Continue working on the birthday card for Spectrum management (R4). Scheduled check-in w/ Stephanie.  | 5          |                 |
|                | 11/28/2024 | Continue working on the birthday card for Spectrum management (R5).   | 5          |                 |
|                | 11/29/2024 | Continue working on the birthday card for Spectrum management (R5).   | 6          |                 |
| <b>WEEK 15</b> | 12/2/2024  | Finalizing the birthday card design for Spectrum management, handing it to Stephanie (1 hour check-in).   | 5          | 5               |
| <b>WEEK 16</b> | 12/11/2024 | Final presentation (in-class)   |            | 0               |
| <b>TOTAL</b>   |            |   | <b>100</b> |                 |