



UNIVERSITI TEKNOLOGI MARA
CAWANGAN JOHOR
KAMPUS SEGAMAT

PRACTICAL TRAINING LOG BOOK

Semester OCT 2024 - FEB 2025

**Note: This document contains activities done by student of Diploma Computer Science for practical training purpose.*

STUDENT'S NAME	AMEEN AKEEF BIN MOHD ARIFF
STUDENT ID	2022606008
NAME OF THE ORGANIZATION	PRO OFFICE SDN BHD
ADDRESS OF THE ORGANIZATION	12, Jalan BP 6/13, Bandar Bukit Puchong, 47120 Puchong, Selangor
INDUSTRIAL TRAINING PERIOD	6 MONTHS
INDUSTRIAL SUPERVISOR	EN. KHAIRUL ZHAFRI
ACADEMIC SUPERVISOR	PN. SYAFIKAH BT IBRAHIM

DATE	ACTIVITY	SIGNATURE BY THE SUPERVISOR OF THE ORGANIZATION
9.9	I've started at the office, got to know the staff and their backgrounds, and was assigned to look into a project that involves a new system and structure. Right now, I'm working on getting a grasp of the fundamentals.	
10.9	I'm continuing my research by diving deeper into the system to understand how everything is structured and operates. I'm also attending meetings to stay updated on the progress of the current project. During these discussions, we're not only reviewing the current status but also planning for future steps and distributing tasks among the team to keep everything on track.	
11.9	I'm continuing to learn and working on getting a full understanding of the entire system.	
12.9	I've been tasked with revamping an existing project by migrating it to a new system structure based on Laravel. This involves not just updating the code but also reorganizing how the system functions to fit the Laravel framework. It's a significant shift, and I'm focusing on ensuring that the new structure is more efficient and aligns with the updated project goals.	
13.9	I'm involved in Friday morning lectures organized by the PRO Office and also join in for group meals with everyone.	

16.9	Malaysia Day	
17.9	I've been assigned a short task to identify and fix functional errors in the existing admin site project.	
18.9	Resolving issues encountered during the revamp of the project, specifically problems related to transferring the database from one project to another.	
19.9	Continuing to seek solutions for the database transfer and reaching out to senior developers for assistance in resolving the issue.	
20.9	The issue has been resolved with the help of a senior developer and supervisor. Now, I will continue with my tasks to complete the assignment.	
23.9	Participate in a brief meeting with the senior developer to discuss the progress of my project in more detail, as well as the overall project.	
24.9	Proceed with the tasks after receiving a clear explanation about the project from the senior developer.	
25.9	Participate in a Scrum Meeting: An official gathering to discuss the progress of each project. This is an opportunity to share ideas, provide feedback, and address any challenges encountered.	
26.9	Revise the approach to tasks by following a more organized step-by-step process instead of jumping around between different step it shouldn't be.	
27.9	Start the tasks by focusing on the user level first to ensure that all data remains organized and easy to track.	

30.9	Continue with the project revamp. After completing the user login section, shift your focus to the check-in and check-out process for all employees and staff as they arrive and leave work.	
1.10	Resolve the issue encountered with retrieving the current user's location during the check-in or check-out process.	
2.10	The issue has been resolved with the help of a senior developer. Now, continue with the tasks as usual.	
3.10	Ensure that all data is successfully entered into the database, and that all functions are operating effectively and completely.	
4.10	Continue working as usual.	

7.10	Continue with Checkin module.	
8.10	Continue with the work. Attend the scrum meeting with Senior Manager and Senior Developer to see each other progression.	
9.10	Add a user level of access. Certain user will determine as user and certain as admin. Both of them will direct go to the different page or different session.	
10.10	Focus on the admin section, particularly the display of staff check-in information. Additionally, complete the interface for all sections.	
11.10	Admin and User part for Checkin module is completed.	
14.10	Proceed with the Leave module	
15.10	Analytize the current flow of Leave module. Do the testing on the current system. Test the applying leave for the staff and test for the admin side too.	
16.10	Continue with the work. Try to understanding the overall dataflow of the system.	
17.10	Help the senior staff to tidy up the ballroom for 'Kuliah Jumaat' session on Friday morning.	
18.10	Attend the Kuliah Jumaat.	
21.10	Make a User Acceptance Test (UAT) document for the Checkin module testing.	
22.10	Completing and testing the checkin module myself. Ensure all the function and features work well.	
23.10	Do the UAT or testing. It be tested by senior developer and be confirmed by senior manager.	
24.10	After complete all the checkin module progress, proceed with the Leave Module.	
25.10	Meeting with the CEO of the company. Discuss overall of the project being held in STD department. He gave and discuss the planning the future of STD Department. We discuss all the problem occur and the solution.	
28.10	Continue with the work.	
29.10	I'm involve to take over the technician department in setup the live hosting in application TikTok for the marketing purpose.	
30.10	Continue with the work.	
31.10	Deepavali/Diwali Holiday	
1.11	Take Annual Leave.	

4.11	Continue with the work.	
5.11	Meeting all STD staff to discuss what the additional possible features can be apply to the current clock-in system which is AttendPRO system. Those features discussed to take a feedback and opinion from stakeholders. The features will be discuss more in the STD Day.	
6.11	Meeting features again.	
7.11	Continue the work. Analyze the possiblity and difficulty of the new features that want to apply.	
8.11	Continue with the work.	
11.11	Set up the meeting room for the Laravel training with Encik Saiful for 5 days. The Laravel training will be involve us as STD operation unit.	
12.11	Laravel training with Encik Saiful	
13.11	Laravel training with Encik Saiful	
14.11	Laravel training with Encik Saiful	
15.11	STD Day Meeting with all STD Department staff.	
18.11	Laravel Training with Encik Saiful	
19.11	Laravel Training with Encik Saiful	
20.11	Trying to apply any new simple features to the AttendPRO based on the request from the STD Day Meeting.	
21.11	Continue with the features.	
22.11	Adjust and create the configuration for the admin site.	
25.11	Keep adjusting and improves for any bugs.	
26.11	Keep adjusting and improves for any bugs.	
27.11	Keep adjusting and improves for any bugs.	
28.11	Set up and prepare the room the for the Kuliah Jumaat for the next day.	
29.11	Kuliah Jumaat.	
2.11	Testing and adjusting before do UAT of AttendPRO.	
3.12	Fix any bug after testing.	
4.12	Make a UAT Document	
5.12	Starts the UAT. Testing will be do by a senior developer of department and be confirmed by the manager. But a lot of problem with the UAT document and the system. Extend the UAT to next day.	

6.12	Do UAT again. Still have a a bit problem. Fix the bug and document. Extend the UAT to the next week for improvise the document and the system.	
9.12	Finished the UAT. Meeting update for new AttendPRO.	
10.12	Discuss about the new features for the new Unit which is DemiCoffee Cafe staff. Discuss for their working hours management and their timetable every week and day.	
11.12	Birthday of Sultan Selangor.	
12.2	Start to develop the timetable for the DemiCoffee staff time shift. The timetable will show their working hours every days in a week.	
13.12	Add Attendances n Whereabouts features. The Whereabouts features is allow the head of department or unit to see or track the attendance of their staff in their own department. Attendances is a feature for the staff to keep track their own attendance for the whole year.	
16.12	Adjusting and improvised the Attendances n Whereabouts features.	
17.12	Testing for any bugs and completing the Attendances and Whereabouts.	
18.12	Add the Configure Check in Reason features. It allow the admin site to edit, add and delete the reason or option for the user when they do the clock-in.	
19.12	Sprint Meeting.	
20.12	Take Annual Leave.	
23.12	After complete the SSL for the new AttendPRO, push code to the VPS for the testing.	
24.12	Testing for the bug direct in the VPS.	
25.12	Christmas Day	
26.12	Present AttendPRO to client. Explaining to them about the new system and ask for their opinion. It will help for the improvised and development if it based on the customers. Also introduces them for the new features like check in radius for all the staff.	
27.12	Keep improvised and testing for the bugs.	
30.12	Keep testing for the bugs. Acquainted with the new intern staff.	

31.12	KPI Meeting for the staff. Workplace transfer for the certain department and staff starting new year.	
1.1	New Year Holiday.	
2.1	Data Migration Test. Take the latest data and insert into the new AttendPRO.	
3.1	Testing the data migration to ensure all the data is functioning well.	
6.1	I got acquainted with the new mobile developer staff.	
7.1	Keep testing for the bugs.	
8.1	Update new features into AttendPRO which is the Check in Radius and WFH features.	
9.1	Scrum Meeting for the update. Data Migration and AttendPRO launch. Use the old domain to the new AttendPRO system and close the old one.	
10.1	Have a problem with the database and causes a lot of bugs at the user. Trying to repair it immediately.	
13.1	Start to debugging and fixing all the error based on the users complain.	
14.1	Starts making an Internship Report.	
15.1	Keep fixing for all the bug in the system.	
16.1	Work From Home.	
17.1	Debugging leaves of the staff. Farewell to Intern staff last day.	
20.1	Take Annual Leave.	
21.1	Continue with making an Internship Report.	
22.1	System error debugging based on user's feedback.	
23.1	Adjusting and improvised for the certain section in the system.	
24.1	Keep on fixing for all the bug in the system.	

SIGNATURE BY THE UiTM SUPERVISOR	
NAME	
DATE OF VISIT	