


Periodic Report

(Every 4 Weeks)

(to be completed by Student)

Man Wing Fai

(A) Schedule for Week dated from 21-7-2014 to 15-9-2014

Planned Task(s)	Actual Work Done (Please provide brief description if there is a deviation from planned tasks)	Verified by (Organization Mentor's Initial)	Date (D/M/Y)
A proposal to NowTV channel	NowTV proposal		
WiseSmart Promotion Packages	WiseSmart Logo design WiseSmart Website		
	NGC Website		

(B) Summary of work.

(1) List new tasks you observed and/or performed, and/or new insights you gained this 4-week:

~~Website~~ website develop skills include CSS3, HTML5, php
meeting skill, presentation skill.

(2) What questions do you have for your Organization Mentor / Attachment Coordinator?

No

(C) Organization Mentor's Comments (to be completed by Organization Mentor):

Man Fai is a ~~man~~ detail minded program and designer. He do have a talent in this. And he also a very responsible guy that can put task to him

Record of Attendance:

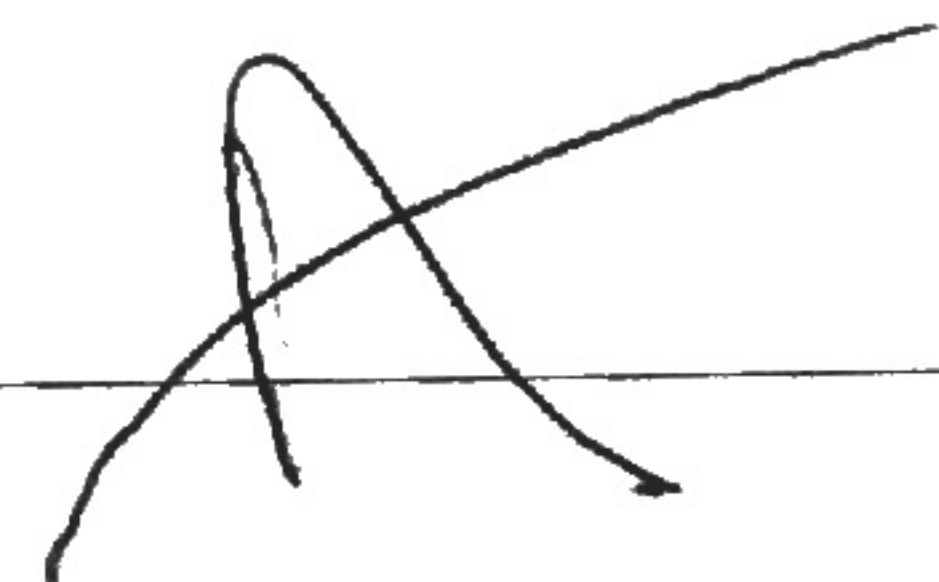
Week of	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours
D/M/Y	01/7/24	02/7/24	03/7/24	04/7/24	05/7/24	06/7/24	07/7/24	Worked This
Arrival	10:00am		09:00am	09:00am				4-Week
Departure	11:00am		15:00pm	16:00pm				= 14hr
Organization								
Mentor's								
Signature								
Week of	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours
D/M/Y	08/7/24	09/7/24	10/7/24	11/7/24	12/7/24	13/7/24	14/7/24	Worked This
Arrival	11:00am		10:00am	09:00am				4-Week
Departure	12:00pm		16:00pm	16:00pm				= 14hr
Organization								
Mentor's								
Signature								
Week of	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours
D/M/Y	15/7/24	16/7/24	17/7/24	18/7/24	19/7/24	20/7/24	21/7/24	Worked This
Arrival	14:00pm		09:00am	09:00am				4-Week
Departure	15:00pm		16:00pm	15:00pm				= 14hr
Organization								
Mentor's								
Signature								
Week of	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours
D/M/Y	22/7/24	23/7/24	24/7/24	25/7/24	26/7/24	27/7/24	28/7/24	Worked This
Arrival	15:00pm		09:00am	09:20am	10:00am			4-Week
Departure	16:00pm		16:00pm	12:00pm	13:00pm			= 14hr
Organization								
Mentor's								
Signature								

Note: **Student** is requested to email the completed form to IVE's Industrial Attachment Mentor at the end of each 4-week.

Date: 9-9-14

Signature of Student : 

Date: _____

Signature of Organization Mentor : 

Record of Attendance:

Week of	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours
D/M/Y	(18/8/)	(19/8/)	(20/8/)	(21/8/)	(22/8/)	(23/8/)	(24/8/)	Worked This
Arrival	11:00 pm	07:00 am	08:00 am	09:00 am				4-Week
Departure	12:00 pm	14:00 pm	09:00 am	16:00 pm				= 14 hr
Organization								
Mentor's								
Signature								
Week of	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours
D/M/Y	(25/8/)	(26/8/)	(27/8/)	(28/8/)	(29/8/)	(30/8/)	(31/8/)	Worked This
Arrival	10:00 am		08:00 am	09:00 am				4-Week
Departure	11:00 pm		14:00 pm	16:00 pm				= 14 hr
Organization								
Mentor's								
Signature								
Week of	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours
D/M/Y	(1/9/)	(2/9/)	(3/9/)	(4/9/)	(5/9/)	(6/9/)	(7/9/)	Worked This
Arrival	11:00 am	15:00 pm	13:00 pm	10:00 am	09:00 am			4-Week
Departure	12:00 pm	17:00 pm	14:00 pm	13:00 pm	16:00 pm			= 14 hr
Organization								
Mentor's								
Signature								
Week of	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total Hours
D/M/Y	(8/9/)	(9/9/)	(10/9/)	(11/9/)	(12/9/)	(13/9/)	(14/9/)	Worked This
Arrival	14:00 pm		10:00 am	08:00 am				4-Week
Departure	15:00 pm		15:00 pm	16:00 pm				= 14 hr
Organization								
Mentor's								
Signature								

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Date: 9-9-14

Signature of Student : 

Date: _____

Signature of Organization Mentor : 