Check-In Tools

GENESYS WORKS.

Sample Status Report

- Intern Name:
- Date:
- Projects:
- Project Assigned By:
- Project Status:
- Project Description:
- Identify three key learnings from this week:
- List any questions, concerns, or comments regarding this week's projects:
- Discuss one technology highlight from the week:

Weekly Project/Task Prioritization Tool

	Monday 4/15	Tuesday 4/16	Wednesday 4/17	Thursday 4/18	Friday 4/19
1	OOO	Work on Tracker	Newsletter Revision	SharePoint	Set up for Town Hall
1:30		1:1 Stephanie/Karma	Newsletter Revision	Add Agenda Ideas	Set up for Town Hall
2		1:1 Stephanie/Karma	Newsletter Revision	SharePoint	1:1 Jade/Karma
2:30		1:1 Michelle/Karma	Newsletter Revision	Workfront Update	1:1 Jade/Karma
3		1:1 Michelle/Karma	SharePoint	Workfront Update	Weekly TSheets Check
3:30		QTrial Cleanup	SharePoint	SharePoint	SharePoint
4		SharePoint (Adjust HTML)	SharePoint	SharePoint	SharePoint
4:30		SharePoint (Adjust HTML)	SharePoint	SharePoint	Prepare for Intern Meeting
5		SharePoint	Send Kachi Last Revisions	Complete Summer Expectations Handout	Prepare for Intern Meeting