**TASK 1 – Write a mail To your Team About The guidelines that need to be followed during the client visit**

Hi Team,

I hope you are doing well.

I want to inform you that we have an important client visiting on 16-08-24 i.e. on upcoming friday, and this is an excellent opportunity for us to showcase our skills and professionalism.  Please ensure that you are dressed appropriately, greet the client warmly, arrive on time, and adhere to scheduled lunch breaks in the cafeteria. Be present in your departments during the visit.

Let’s impress the client and make this visit a success! And if there is any question regarding it then please feel free to contact me.

Thank you for your cooperation.

Best Regards,

Anupam Shukla

**TASK 2 – Group Activity**

**You are a Developer and you need to write a mail to your team lead about the completion of the SRS documentation**

Hi Suyash,

I hope you’re doing well.

I wanted to let you know that I’ve completed the final SRS and design documentation for the Smart AI chatbot project and have attached it to the email. If you have any questions or need further clarification, please feel free to reach out to me at any time. This will help us move on to the next phase as soon as possible.

Thank you for your invaluable support throughout the project discussions. Your assistance was crucial in completing this task within the limited timeframe.

Best regards,

Anupam Shukla

**TASK 3 – Write a mail to project manager that You have completed your graduation, and you will be deployed to a project soon, expressing your interest and the skill set that you can bring to the project. Attaching the Introduction document and the Resume.**

Dear Murugan,

I hope this email finds you well. My name is Anupam Shukla, and I am excited to inform you that I have recently completed my graduation in Computer Science and Engineering from ABES Engineering College, Ghaziabad. I am looking forward to being deployed to a new project soon and wanted to express my enthusiasm and share my skill set that I believe will be valuable to the team and help me as well as company to grow.

Please find attached my introduction document, which provides a brief overview of my background, professional experience, and the skills I bring to the table.

Additionally, I have attached my resume for your reference. It includes detailed information about my academic achievements, projects, and professional experience.

Key Skills and Expertise:

* Programming Languages:  Python, C++
* Web Development:HTML,CSS,Javascript,React.js
* DevOps Tools:  Azure, Git, Jenkins, Docker,Kubernetes

I am particularly interested in contributing to projects that involve machine learning and DevOps practices. In my current role at Cognizant Technology Solutions, I have gained hands-on experience with various DevOps tools, which I am eager to apply and expand upon in the upcoming project.

I am confident that my skills and enthusiasm will be an asset to the team, and I am keen to learn and grow through this opportunity. Please feel free to reach out to me if you need any further information or have any questions.

Thank you for considering my application. I look forward to the possibility of working with you and contributing to the success of our project.

Best regards,

Anupam Shukla