1. Use **Gamma or SlidesGPT** to create a PPT (5–7 slides) on any one of your teaching topics. Export as PDF or share the link.
2. Customize your PPT by changing design theme, images, and layout. Submit both versions: AI-generated (raw) + final (edited).
3. Draft a **1-page fictional MoU or Project Summary** using AI (ChatGPT/Scispace). Include sections: Title, Parties, Purpose, Scope, Objectives, Duration.
4. Add at least **one AI-generated visual** (table, chart, or flowchart) into your MoU/Project Summary. Submit the document.
5. Create an **automated weekly class reminder workflow** in Google Calendar. Add at least 2 notifications (email + popup). Submit screenshot of event settings.
6. Write a **sample reminder email** for students using ChatGPT. Refine it with Paperpal/Quillbot and submit both drafts.
7. Prepare a **teaching schedule** (3-4 subjects) in table format with timings and reminder setup. Submit screenshot or document.
8. Create a personal **AI Toolkit Folder** in Google Drive. Add at least 5 tools learned in FDP (ChatGPT, Scispace, Paperpal, Quillbot, Gamma, etc.). Submit folder screenshot.
9. Save at least **2 AI-generated outputs** in your folder (e.g., PPT, abstract, MoU, literature review). Submit screenshot of files inside.
10. Write a **200-300 words reflection** titled “My AI Toolkit Experience” covering what you learned, which tools helped you most, and how you’ll use AI in future. Submit as Word/PDF.