**UIUX Internship TO-DO Task**

#### Week 1: Onboarding and Training

1. **Attend Initial Training Session**
   * Learn basic UI/UX design principles and tools.
   * Familiarize yourself with resources and templates provided.

#### Week 2: User Research

1. **User Surveys**
   * Create simple user surveys using Google Forms or similar tools to gather insights on user needs and pain points.
   * Summarize findings in a report, highlighting key takeaways and potential areas for improvement.
2. **Competitor Analysis**
   * Analyze the user interfaces and experiences of 3 key competitors’ websites or apps.
   * Identify strengths, weaknesses, and unique features.
   * Prepare a comparative analysis report with screenshots and notes.

#### Week 3: Sketching and Wireframing

1. **Hand-Drawn Wireframes**
   * Create low-fidelity wireframes on paper for a key feature or page of our academy’s website or app.
   * Focus on layout, navigation, and basic functionality.
   * Review wireframes with the mentor for feedback and suggestions.
2. **User Flow Diagrams**
   * Develop simple user flow diagrams on paper or using basic tools like PowerPoint or Google Slides to illustrate the user journey for the key feature or page.
   * Ensure clarity and logical progression in the user experience.

#### Week 4: Prototyping

1. **Basic Digital Prototypes**
   * Use simple tools like PowerPoint, Google Slides, or even Word to create basic digital prototypes.
   * Add visual design elements, interactions, and annotations.
   * Conduct a review session with peers and mentor for feedback.
2. **Clickable Prototypes**
   * Create clickable prototypes using Google Slides or similar tools to simulate basic user interactions.
   * Prepare the prototype for usability testing.

#### Week 5: Usability Testing

1. **Test Planning**
   * Develop a usability testing plan, including test scenarios and tasks for participants.
   * Recruit participants for the usability test, ensuring a diverse user group.
2. **Conduct Usability Tests**
   * Facilitate usability testing sessions with participants using your basic digital prototypes.
   * Record observations, gather feedback, and identify usability issues.
   * Summarize findings in a usability test report.

#### Week 6: Design Iterations

1. **Iterate on Designs**
   * Based on usability test feedback, iterate on the basic digital prototypes.
   * Make improvements to address usability issues and enhance the user experience.
   * Review updated designs with the mentor for additional feedback.
2. **Style Guide Creation**
   * Create a simple style guide that includes color schemes, typography, iconography, and UI components using basic tools like Word or Google Docs.
   * Ensure consistency and adherence to brand guidelines.

**Week 7: Engagement Tasks**

* Subscribe to Jeevisoft and Jeevi Academy
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  + Facebook: Like the Jeevisoft and Jeevi Academy pages.
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* Provide a Google Review
* Search: Find Jeevisoft and Jeevi Academy on Google.
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