Task 1: Document Management

Logical Folder Structure For The Document-

```
├── Documents
│
├── Projects
│       ├── ProjectX
│               Reports
│                       Demo Reports.docx
│                       Salary Reports.docx
│                       Project Reports.docx
│       ├── ProjectY
│               Reports
│                       Demo Reports.docx
│                       Project Reports.docx
│       ├── ProjectG
│               Reports
│                       Demo Reports.docx
│                       Salary Reports.docx
```
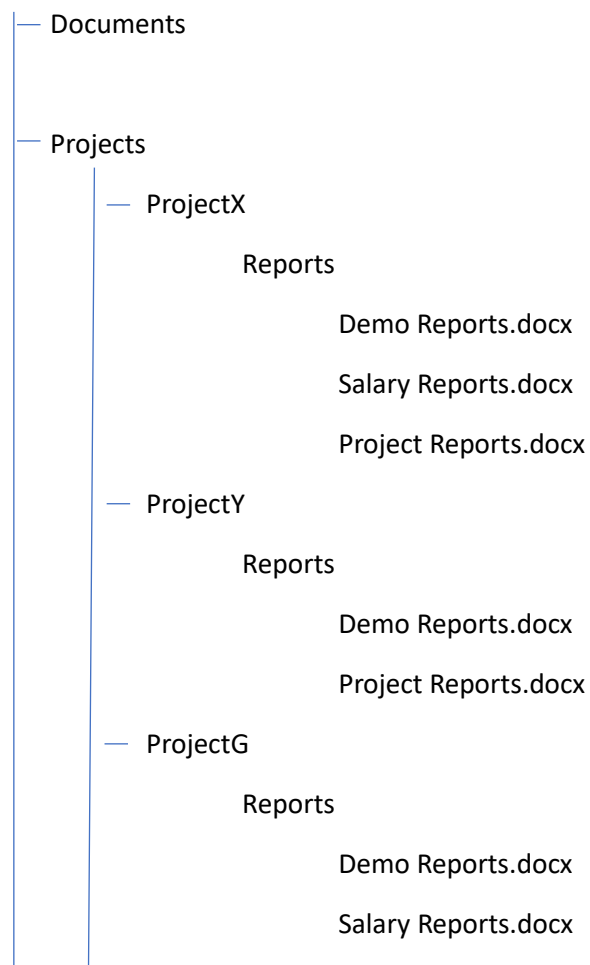
Task 2: Controlling Annotation Job/Task

1. Number of total image = 100,000
   Total annotation time per image = 10+15+5 seconds = 30 seconds
   Total effective hour (excluding QC) = 100,000*30=30,00,000 seconds=833.33 hours=834 hours
   Total effective hour (including QC) = 100,000*(30+5+7+3)=45,00,000 seconds=1250 hours

2. The total number of annotators required to accomplish the task in 10 days

   total effective hours = 1250
   total effective working hours of an annotator is 6 hours a day
   since, in 10 days working hours will be 6*10 = 60 hours
   so annotator needed 1250/60 = 20.83 = 21 annotator

3. If I have got extra 5 annotators from HR (exclude off-days)
   Previous number of annotators are 21
   Number of new annotators are 5
   Total annotators = 21+5=26
   1 annotator work 6 hours in 1 day
   So 26 annotator work 26*6 hours in 1 day
   So 26 annotator work 26*6*9 hours=1404 hours in 9 days

   Our required hours is 1250, but in 9 days our working hour is 1404 hours. We will take some time to review our work to make it better and error free.
   So delivery date will be 14 February(excluding off days). Off days are (2,3,9,10) February.

Task 3: Communication skills

Subject: Explanation for Annotation Task Completion Time

Hello Sir,

I am writing to explain the reasons for the time taken to complete the recent annotation task. While the task itself wasn't that difficult, the dataset contained a bit tricky mathematical problems that required careful calculation to ensure accurate annotations. I prioritized meticulousness over speed to deliver the highest quality results.

I understand the importance of timely delivery and I am continuously working to improve my efficiency while maintaining accuracy. Please don't hesitate to contact me if you have any questions or require further clarification.

Thank you for your understanding.

Sincerely,

Abdullah Al Maswud

Task 4: Time Management

1. You have missed a delivery deadline for an ongoing batch

2. A batch that you will have to deliver tonight

3. Feedback arrived on a particular batch you delivered earlier

4. A new batch has arrived from the sales team and you need to do the DEMO