**Perfect Planner**

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| 1 | 5/7/2022 | Attended the onboarding meeting by Illinois Institute of Technology |  |
| 2 | 6/7/2022 | Read through the documentation provide by Global Shala about the  Code of conduct, Communication Policy, Leave Policy |  |
| 3 | 7/7/2022 | Received Documents from Illinois Institute of Technology about the virtual internship and got the access to institute’s portal. |  |
| 4 | 8/7/2022 | Created a team of 6 international students for the virtual internship |  |
| 5 | 9/7/2022 | Had a team meeting and decided about the team roles and management of the team |  |
| 6 | 10/8/2022 | Had a seminar about team bonding and management by Illinois Institute of Technology Professors |  |
| 7 | 11/7/2022 | Studied / Revised python fundamentals and its application in data analysis. |  |
| **Week 2** | | | |
| 8 | 12/7/2022 | Setup Tableau, Jupyter Notebook, Python and analysed given data set |  |
| 9 | 13/7/2022 | Learned data cleaning algorithms by the material given by Illinis Institute of Technology |  |
| 10 | 14/7/2022 | Applied Data Cleaning Algorithm of the given data set |  |
| 11 | 15/7/2022 | Reviewed and examined team member’s work. |  |
| 12 | 16/7/2022 | Made Modifications to the data set by guidance of other team members |  |
| 13 | 17/7/2022 | Completed the assignment of Collaboration Skills Assessment  By Illinois Institute of Technology |  |
| 14 | 18/7/2022 | General Meeting with the marketing team of Illinois Institute of Technology |  |
| **Week 3** | | | |
| 15 | 19/7/2022 | Understood and learnt basic practices of data visualization |  |
| 16 | 20/7/2022 | Created Data Visualizations from the cleaned Data in Tableau |  |
| 17 | 21/7/2022 | Reviewed the team member’s visualizations and made up some improvements |  |
| 18 | 22/7/2022 | Generalized a document of data visualization along with insights and prediction replicating a story |  |
| 19 | 23/7/2022 | Discussed the insights and prediction in a form of story among team members |  |
| 20 | 24/7/2022 | Started Preparing our Final Presentation that is to be presented to the Marketing Team of Illinois Institute of Technology |  |
| 21 | 25/7/2022 | Learned the best practices of presenting and making a presentation suitable for non technical staff and data analyst. |  |
| **WEEK 4** | | | |
| 22 | 26/7/2022 | Made a group effort to make Presentation for Marketing Team |  |
| 23 | 27/7/2022 | Decided on roles in presenting the PPT along with PPT completion and touch up |  |
| 24 | 28/7/2022 | Prepared Speaker Notes and decided on a mock presentation meeting |  |
| 25 | 29/7/2022 | Had a team meeting in which mock presentation was recorded |  |
| 26 | 30/7/2022 | Mock presentation video was reviewed and edited |  |
| 27 | 31/7/2022 | Final presentation was given in front of marketing team of Illinois institute of technology |  |