

The Perfect Planner

Meeting Schedule (When & Where)

- The meeting is conducted twice every week on Google Meet,
- Any emergency meeting is conducted if there are any issues regarding the assignments,
- Meeting notification is sent to all the members along with the agenda.

Agenda Items for each meeting

The agenda item for each meeting consists of

- Assignments
- Work Division
- Resolving Issues

Assignment completion plan

Each assignment has its own level of difficulty and must be approached individually. We attempt to complete a task effectively by following the steps listed below:

- Schedule a meeting with an agenda to solve an assignment.
- Inform every member regarding the meeting and agenda.
- Discuss the assignment and divide the work in the meeting.
- After each member has completed their task, conduct another meeting with an agenda to merge all the tasks.
- Discuss and complete the assignment.
- Submit the assignment.

Week-1

DAY OF THE WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
SUGGESTED WORKFLOW	Individual study of this week's lessons	Team meeting to discuss data analysis tools you will be using and any problems you have accessing the data			Team meeting to discuss individual analyses and decide on campaign selection(s)		Submit campaign selection(s)

Week-2

DAY OF THE WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
SUGGESTED WORKFLOW	Individual study of this week's info sessions	Team meeting to choose visualizations and discuss design improvements			Team meeting to finalize visualizations		Submit visualizations

Week-3

DAY OF THE WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
SUGGESTED WORKFLOW	Individual study of content	Team meeting to outline presentation and choose presentation tool			Team meeting to finalize slides		Submit final recorded presentation slides

Week-4

DAY OF THE WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
SUGGESTED WORKFLOW	Individual study of this week's info sessions	Team meeting to choose presentation and discuss presentation improvements			Team meeting to finalize presentation		Submit final recorded video presentation