

January 2024 Summary

1. Familiarized myself with the company's existing projects, workflows, **understanding the company's design philosophy**, templates and objectives.
2. Participated in the team calls, internal communication channels, and **accessing relevant documentation**.
3. Reviewed **ongoing projects within the current department** to gain insights into their scope, objectives, and current status. **Studied and research on the design library** and the design process.
4. Conducted **preliminary research on upcoming projects** to prepare for future involvement and contributions.
5. Practiced and worked on the **basic tasks within the design tools to improve proficiency and streamline future workflow. Participated in team meetings and brainstorming sessions** to observe current project dynamics and contribute ideas where appropriate.
6. Begin **active involvement in ongoing projects by collaborating to design iterations**. Started with UX project for PAN webpages redesign
7. Active in one on one calls to **resolve the webpage requirements and incorporate the necessary changes** according to the client requirements.

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