Hello Team,  
  
Please find below the list of tasks . Start Date : 04/07/2023.  
  
@Rutvik Savkare.  Due Date: 07/07/2025  
Create 3–4 comic‑style chats for Instagram/LinkedIn carousels using  
our office images.  
  
@Jayshree Patil.  Due Date: 08/07/2025  
Replicate Challenge #1 for IDC. Prepare a mind map on emerging AI frameworks and their use‑cases for  
internal training.  
  
@Sachin Savkare.  Due Date: 12/07/2025  
Build a B‑roll library from existing footage (refer to example folders).  
Outcome: A clear instruction doc for shooting new B‑rolls. Use GPT‑4.5  
+ Google Deep Research for best results.  
Refer to job‑guidance recordings, summarize key takeaways via  
NotebookLM, and prepare two carousels or mind maps.  
  
@Prasad Gite; @Girish Khairnar; @Sachin Savkare.  Due Date: 10/07/2025  
Check references from task 3 and create 20 AI B‑rolls (images/videos)  
reusable in most of our videos.  
Examples: people shaking hands, students celebrating, coding, team scenes, etc.  
  
@Rutvik Savkare.  Due Date: 07/07/2025  
Identify a method to track learner placements on LinkedIn without  
manual searching.  
Use a dummy LinkedIn account to remain compliant.  
  
@Vrushali Patil; @Schn Svkr.  Due Date: 09/07/2025  
Draft a monthly marketing‑metrics dashboard in Power BI with dynamic filters.  
  
@Sachin Outlook.  Due Date: 11/07/2025  
Develop SQL queries and logic for automated variance reporting between  
CSV and Postgres datasets.  
  
@Ritik RVS.  Due Date: 07/07/2025  
Set up a Zapier workflow that collects reimbursement data into Excel  
and syncs with Keka.  
  
@Vaibhav Nandre; @Vrushali Patil.  Due Date: 09/07/2025  
Integrate MakeMyTrip Biz API with Keka to streamline travel‑request approvals.  
  
@Schn Svkr; @Sachin Outlook.  Due Date: 09/07/2025  
Design an AI‑powered chatbot conversation flow for the company‑website  
FAQ section.  
  
@Girish Khairnar.  Due Date: 06/07/2025  
Prepare a mind map on emerging AI frameworks and their use‑cases for  
internal training.  
  
@Jayshree Patil.  Due Date: 09/07/2025  
Conduct a competitor analysis of leading technical‑training platforms  
and deliver insights.  
  
@Ritik RVS.  Due Date: 09/07/2025  
Produce a tutorial video showcasing Co‑Pilot features in MS 365 for  
productivity.  
  
@Prasad Gite.  Due Date: 09/07/2025  
Write a blog post detailing a real‑world MS Fabric adoption case study.  
  
@Vaibhav Nandre.  Due Date: 07/07/2025  
Create comprehensive dataset‑schema documentation for the internal  
data warehouse.  
  
@Rutvik Savkare.  Due Date: 08/07/2025  
Develop a Notion‑database template for advanced project‑task management.  
  
@Schn Svkr; @Vrushali Patil.  Due Date: 09/07/2025  
Design a code‑snippet library with Python best practices for analysts.  
  
@Jayshree Patil.  Due Date: 10/07/2025  
Audit existing Power Automate flows and recommend optimization improvements.  
  
@Sachin Outlook.  Due Date: 09/07/2025  
Build an interactive Tableau dashboard visualizing the current sales pipeline.  
  
@Ritik RVS.  Due Date: 10/07/2025  
Compile a glossary of AI & automation terms for onboarding new team members.  
  
@Girish Khairnar; @Vaibhav Nandre.  Due Date: 11/07/2025  
Develop a 4‑week training schedule for new hires covering Azure fundamentals.  
  
@Sachin Savkare.  Due Date: 08/07/2025  
Research and summarize the latest changes to the Power Platform  
certification exams.  
  
@Schn Svkr.  Due Date: 07/07/2025  
Create sample LinkedIn ad creatives to support the upcoming recruiting campaign.  
  
@Prasad Gite.  Due Date: 08/07/2025  
Prepare a Q3 project‑timeline Gantt chart in Notion with milestones.  
  
@Girish Khairnar; @Ritik RVS.  Due Date: 09/07/2025  
Organize an internal hackathon event logistics plan and budget.  
  
Thank you, and please reach out if you have any questions or need assistance.  
  
Best regards,  
Sachin Savkare  
AnjanAI: Add to Notion