

# Weekly Report Of Marketing & PR Department

[ Week - 7 ]

## Reported By

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## Presented By

- Anamika Talukder
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# AGENDA

**Activities Analysis**

Form Submission Rate

**Interns Adaptability**

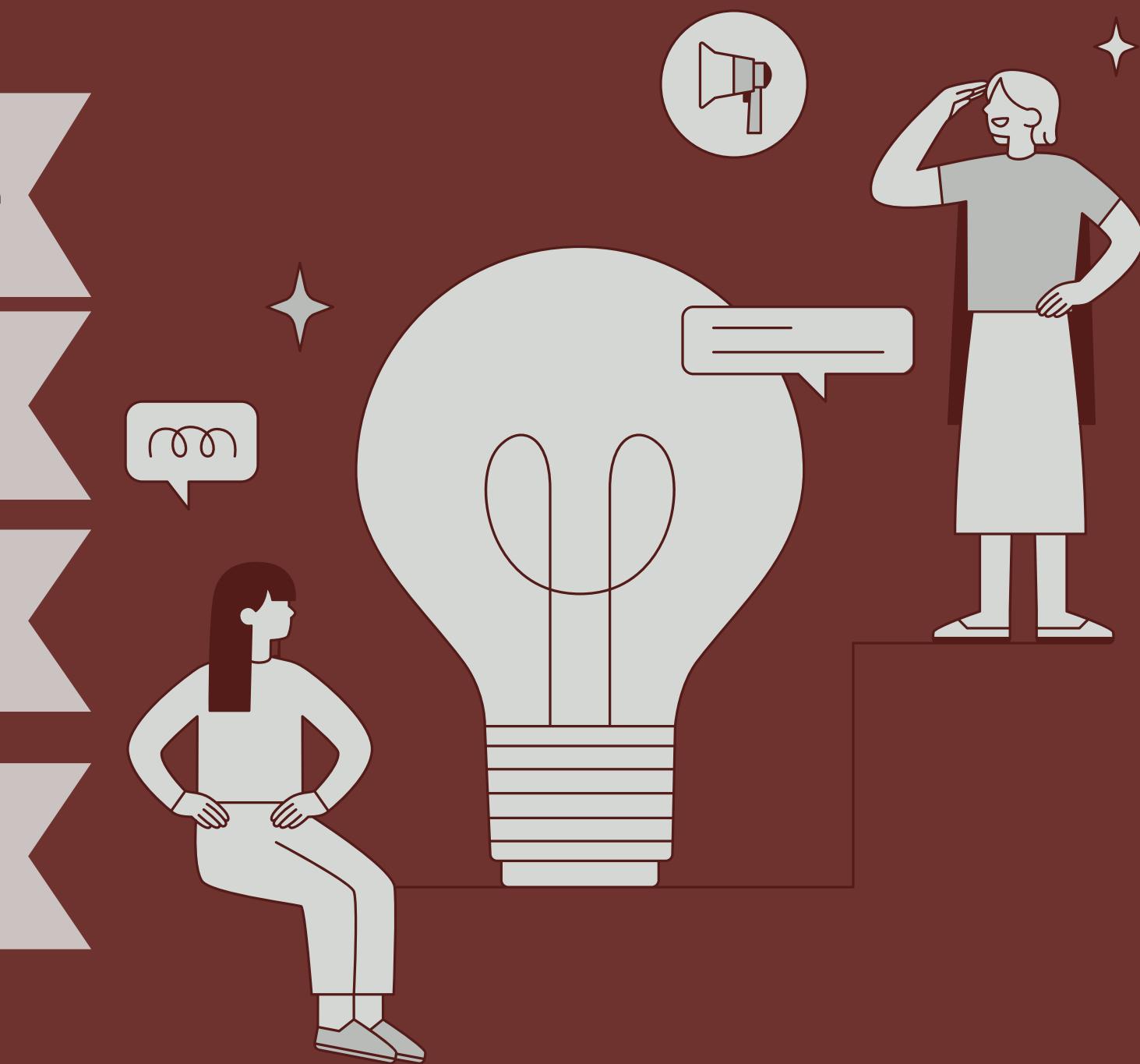
Weekly Report

**Task Details**

Weekly Spend Time

**Partial Attendance**

Conclusion

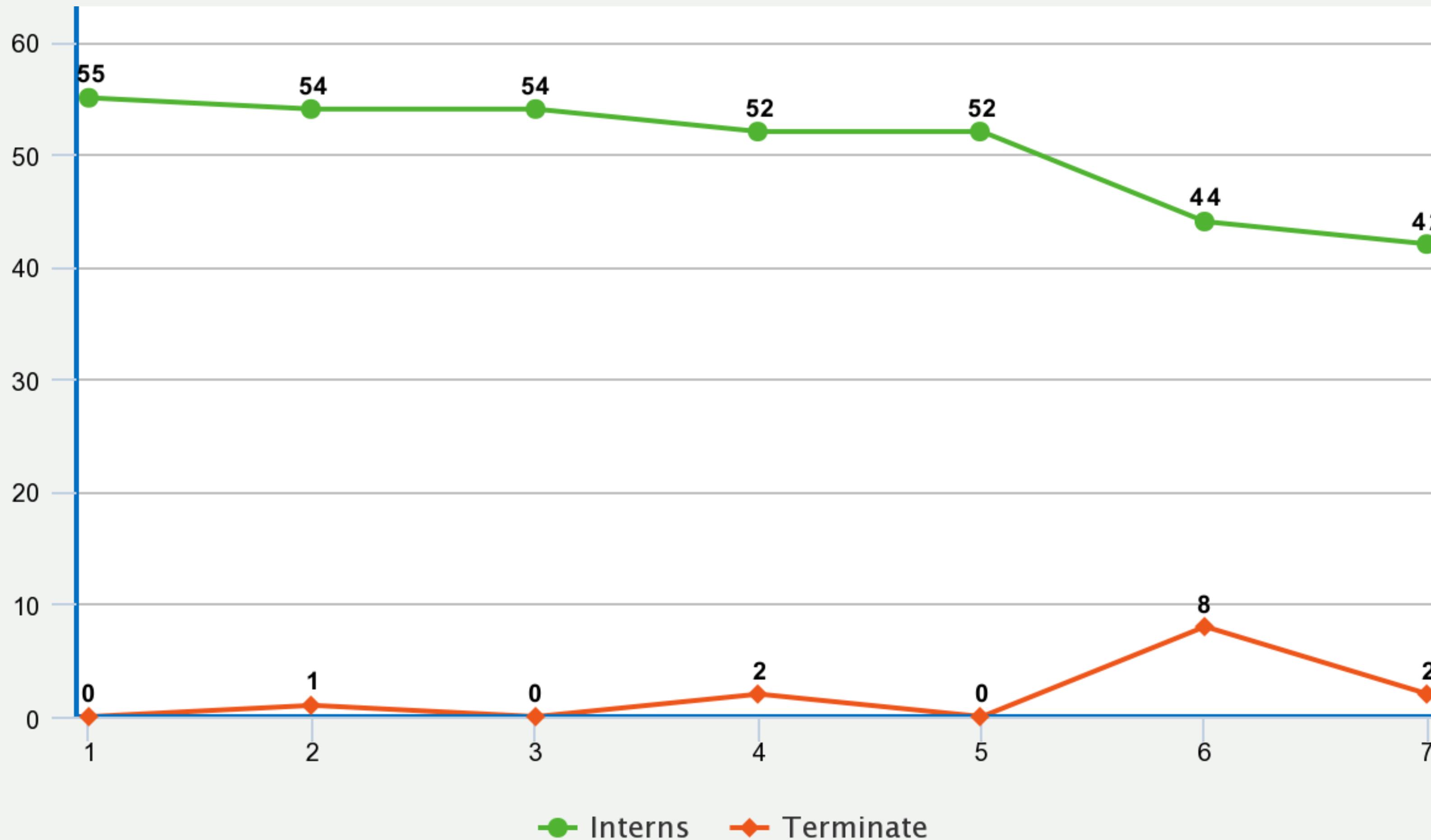


# ACTIVITIES ANALYSIS

- Total Interns: 42
- Active Interns: 15
- Partially Inactive Interns: 09
- Inactive Interns: 18
- Terminate/Resigned Interns: 02

# Interns Adaptability





# TASK DETAILS

## GENERAL MEETING

- Departmental Body Meeting (23/9/23)

## LIVE SESSION

- Professional Communication Through Email (22/9/23)
- Behind The Journey Fb live(Episode 94) (23/9/23)
- Youth Ambassador program fb live(24/9/23)
- Career Talk\_Season 2\_Episode 11 (26/9/23)

## SM TASK

- Youth Ambassador
- SMM Task\_BYCL Career Conversation (26/9/23)

# ATTENDANCE

**52.4%**

**47.6%**

General Meeting

**50%**

**50%**

Live Session

**54.8%**

**45.2%**

Social Media Task

**54.8%**

**45.2%**

Weekly Form

# Weekly Report

## Youth School for Social Entrepreneurs

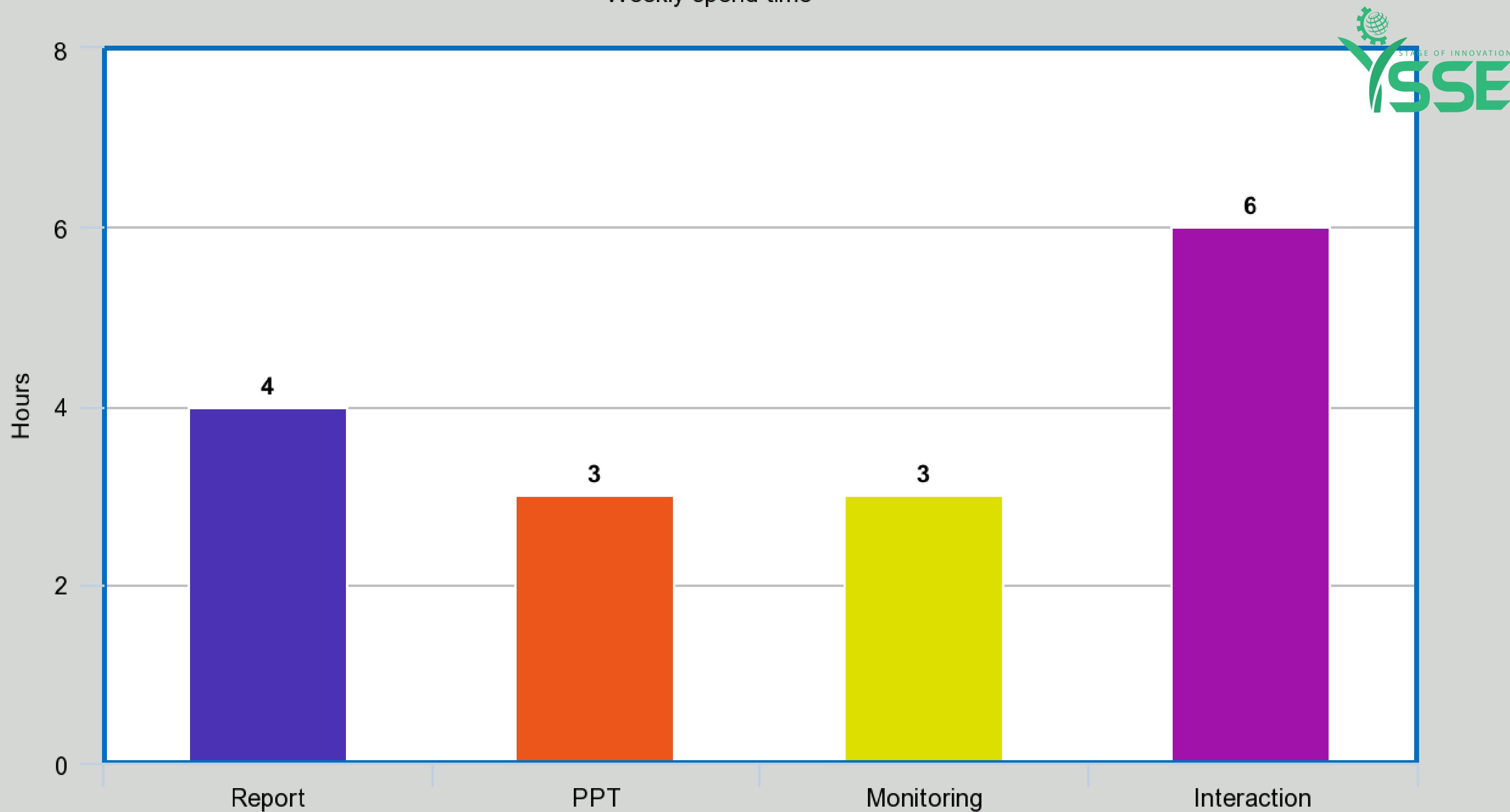
### Weekly Report of Marketing and PR Department Week:07

Sl	Formal Name	Weekly Report of Marketing and PR Department Week:07														
		Task 01			Task 02			Task 03			Other Tasks	live sessions	meetings	Want to add anything?	Marks	Remarks
1	Afroza Akter Mitu	Get approval of 4 post in timeline	21/09/2023	23/09/2023	Post from Facebook	21/09/2023	22/09/2023	4 ad-copies & caption	23/09/2023	25/09/2023	* Post from Facebook & caption and question	No	Yes	No	4.1666666667	Didn't attend session 23;24/09/23 & didn't join sub wing meeting 25/09/23
2	Fahim shahrear	Find 4 inspiring q	21/9/2023	21/9/2023	Instructor seeking	25/9/2023	26/9/2023	caption and question	24/9/2023	25/9/2023		Yes	Yes	no	1.5	Didn't attend session 23;24/09/23 & didn't join sub wing meeting 27/09/23
3	Faizia Tasnim	Ad-Copies and c	20/9/2023	22/9/2023	Participate in photoq	15/9/2023	22/9/2023	Write caption for 3rd	24/9/2023	27/9/2023	Task 4: Find 4 Inspiring	Yes	Yes	Great time working with	5	Did all Task
4	Humaira Islam	BYLC Career Co	23/9/2023	26/9/2023	Instructor Seeking,Q	24/9/2023	27/9/2023	Instructor seeking,Q	28/9/2023	1/10/2023	22-Professional Commu	Yes	Yes	N/A	5	Did all Task
5	Khan Mohammad Anij Tajran	Caption and que	26/9/2023	26/9/2023	Share the visual from	24/9/2023	25/9/2023	share the visual from	29/9/2023	28/9/2023	Read and comment on	Yes	Yes	No	4.25	Didn't attend session 23;24/09/23 &
6	Md. Abu Bakar Shiddikee	Write an Article a	19/9/2023	21/9/2023	Youth Ambassador J	21/9/2023	22/9/2023	Photography Contes	15/9/2023	22/9/2023	✓ Find 4 Guests for LEA	Yes	Yes	No	4.25	Didn't attend session 23;24/09/23 &
7	Md. Faycal Hadi	Find 4 inspiring q	21/9/2023	23/9/2023	You have to prepare	24/9/2023	25/9/2023	Find 4 inspiring (Cek)	24/9/2023	26/9/2023	Participate all Social Me	Yes	Yes	joined session on Behind	5	Didn't attend session, miss social media task, meeting & didn't submit weekly form.
8	Md. Imam Hasan	Find 4 inspiring q	21/9/2023	23/9/2023	Find 4 inspiring (Cek)	24/9/2023	25/9/2023	Participate all Social Me	24/9/2023	26/9/2023	Participate all Social Me	Yes	Yes	No	0.25	Didn't attend session, miss social media task, meeting & didn't submit weekly form.
9	Md. Muntasir Munim	Write an Article a	19/9/2023	21/9/2023	Youth Ambassador J	21/9/2023	22/9/2023	Photography Contes	15/9/2023	22/9/2023	✓ Find 4 Guests for LEA	Yes	Yes	No	4.5	Didn't attend session 23;24/09/23
10	Md. Sajidul Islam	Find 4 inspiring q	21/9/2023	23/9/2023	You have to prepare	24/9/2023	25/9/2023	Find 4 inspiring (Cek)	24/9/2023	26/9/2023	Participate all Social Me	Yes	Yes	joined session on Behind	5	Did all Task
11	MD. Unus Bin Samas	have to write cap	25/9/2023	28/9/2023	Find 4 inspiring (Cek)	27/9/2023	30/9/2023	to share the visual i	28/9/2023	28/9/2023		Yes	Yes	N/A	0	Didn't complete all the task
12	Md. Ashikul Islam	Caption and que	24/9/2023	26/9/2023	Caption and question	24/9/2023	28/9/2023	Social media engage	28/9/2023	28/9/2023	No	Yes	Yes	No	1	Didn't attend session, miss social media task, meeting & didn't submit weekly form.
13	Md.Samiu Hossain	Find 4 inspiring q	21/9/2023	23/9/2023	Find 4 inspiring (Cek)	24/9/2023	25/9/2023	Participate all Social Me	24/9/2023	26/9/2023	Participate all Social Me	Yes	Yes	No	0.25	Miss social media task, meeting & didn't submit weekly form.
14	Mifta Ul Zannat	have to write cap	25/9/2023	28/9/2023	Find 4 inspiring (Cek)	27/9/2023	30/9/2023	to share the visual i	28/9/2023	28/9/2023		Yes	Yes	N/A	2.25	Didn't Attend the 23; 24; 26/09/23 session & 23/09/23 DBM
15	Mir Farhanul Islam	Caption and que	24/9/2023	26/9/2023	Caption and question	24/9/2023	28/9/2023	Social media engage	28/9/2023	28/9/2023	No	Yes	Yes	No	0	Didn't complete all the task
16	Mithun Kumar Das	Find 4 inspiring q	21/9/2023	23/9/2023	Find 4 inspiring (Cek)	24/9/2023	25/9/2023	Participate all Social Me	24/9/2023	26/9/2023	Participate all Social Me	Yes	Yes	No	3.75	Didn't Attend the 23; 24; 26/09/23 session
17	Mohammed Ismail Hossen	have to write cap	25/9/2023	28/9/2023	Find 4 inspiring (Cek)	27/9/2023	30/9/2023	to share the visual i	28/9/2023	28/9/2023		Yes	Yes	N/A	0.75	Didn't Attend the 23; 24; 26/09/23 session & 24/09/23 subteam Meeting & 23/09/23
18	Mridha Shoyeb Mahmud	Caption and que	24/9/2023	26/9/2023	Caption and question	24/9/2023	28/9/2023	Social media engage	28/9/2023	28/9/2023	No	Yes	Yes	No	2.4166666667	Didn't Attend 23/09/23 session, DBM & subteam meeting
19	Nabila Mahdiyat	Find 4 inspiring q	21/9/2023	23/9/2023	Find 4 inspiring (Cek)	24/9/2023	25/9/2023	Participate all Social Me	24/9/2023	26/9/2023	Participate all Social Me	Yes	Yes	No	1	Didn't attend all the session & 23/09/23 DBM
20	Nasatun Misika Naber	have to write cap	25/9/2023	28/9/2023	Find 4 inspiring (Cek)	27/9/2023	30/9/2023	to share the visual i	28/9/2023	28/9/2023		Yes	Yes	N/A	0	Didn't complete all the task
21	Nehal Chowdhury	Caption and que	24/9/2023	26/9/2023	Caption and question	24/9/2023	28/9/2023	Social media engage	28/9/2023	28/9/2023	No	Yes	Yes	No	0.3333333333	Didn't attend all the session & 23/09/23 DBM 23;24/09/23 subteam meeting
22	Rakibul Hasan Nirob	Lead talk Approv	21/9/2023	23/9/2023	Lead talk 4 quest Ap	23/9/2023	26/9/2023	Career talk caption &	24/9/2023	25/9/2023	Article writing career talk	Yes	Yes	No	4.5	Didn't complete 26/09/23 task
23	Rittique Basak	Article on job ter	20/09/2023	21/09/2023	Find 4 guests	25/09/2023	26/09/2023	Find 4 guests	21/09/2023	23/09/2023	8 questions and 1 captix	Yes	Yes	No	5	Did all Task
24	Robin Chakma	Find 4 inspiring q	21/9/2023	23/9/2023	Find 4 inspiring (Cek)	25/09/2023	26/09/2023	prepare 8 questions	24/9/2023	25/9/2023	post from your Faceboo	Yes	Yes	No	4.25	Didn't Attend 23/09/23 session
25	Rowshan Jahan	Share youth amb	21/9/2023	21/9/2023	Attending photo cont	15/9/2023	22/9/2023	Attending session pr	22/9/2023	22/9/2023	Post and comment in ss	Yes	Yes	No	4.75	Didn't Attend 23/09/23 session
26	Sadia Alam Sraboni	make captions and c	25/09/2023	28/09/2023	created poll	25/09/2023	28/09/2023		24/09/2023	24/09/2023		Yes	Yes	No	0.25	Didn't Attend the 23; 24; 26/09/23 session & 23;25;27/09/23 subteam Meeting & 2
27	Sadikatul Tasnim	seek Instructor	25/09/2023	27/09/2023	make captions and c	25/09/2023	28/09/2023	created poll	24/09/2023	24/09/2023		Yes	Yes	No	2.0833333333	Didn't Attend the 23; 24; 26/09/23 session & 23;24/09/23 subteam Meeting & 23/0
28	Salma Alam	Find 4 inspiring q	21/9/2023	23/9/2023	Find 4 inspiring (Cek)	24/9/2023	25/9/2023	Participate all Social Me	24/09/2023	24/09/2023	Participate all Social Me	Yes	Yes	No	1.8333333333	Didn't Attend the 23; 26/09/23 session & 24;27/09/23 subteam Meeting
29	Samia Rahaman	have to write cap	25/9/2023	28/9/2023	Find 4 inspiring (Cek)	27/9/2023	30/9/2023	to share the visual i	28/9/2023	28/9/2023		Yes	Yes	No	0	Didn't complete all the task
30	Sayed Ahmed	Social Media task	27/9/2023	27/9/2023	Social media task	27/9/2023	27/9/2023	Social media task	27/9/2023	27/9/2023	No	Yes	Yes	No	3.1666666667	Didn't attend all the session & 25/09/23 subteam meeting
31	Shahana Sultana	Found Instructor	9/24/0023	9/27/0023	Writing caption for s	9/24/0023	9/27/0023	Share youth ambass	9/21/0023	9/21/0023	Doing all kind of social	Yes	Yes	No	4.75	Didn't Attend the 23/09/23 session
32	Shajnun Nishat Shimmi	Lead Talk, find q.	24/9/2023	26/9/2023	Career Talk, Write 8	23/9/2023	25/9/2023	Lead Talk find quest b	20/9/2023	23/9/2023	Instead of social media	Yes	Yes	Improving my managing	4	Didn't Attend the 23; 24/09/23 session
33	Shoabur Rahman	Lead Talk Guest	21/9/2023	23/9/2023	Lead Talk RM Task/	23/9/2023	23/9/2023	Caption for live Show	26/9/2023	26/9/2023	Want	Yes	No	I missed Lead Talk wing	4.4	Didn't Attend the 23; 24/09/23 session

# Weekly Spend Time



# Weekly spend time



# Approved By

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# THANK YOU VERY MUCH!

