

DAILY ASSESSMENT FORMAT

Date:	13/06/2020	Name:	Akshay
Course:	Management and Learning - Modern Leaders Training	USN:	4AL17EC008
Topic:	Leading team tools	Semester & Section:	6 TH & A
Github Repository:	Akshay-Online-Course		


FORENOON SESSION DETAILS

The screenshot displays the Udemy interface for the course 'Management and Leadership - Modern Leaders Training'. The video player is active, showing a title card for 'LEADING TEAMS Tools'. The course content list on the right side of the page includes the following lessons:

- 14. Tools for Leading Teams: introduction (1min)
- 15. Tools to Inspire Teams (10min)
- 16. Giving Feedback by SBI Tool (6min)
- 17. People Process and Tools (as a Tool) (2min)
- 18. Tools for Reducing Meetings (5min)
- 19. 20@10 Standup as a Tool (5min)
- 20. Agile as a Tool (6min)
- 21. Retro as a Tool (2min)
- 22. Agile Manifesto as a Tool (2min)
- 23. POT as a Tool? (5min)

Report:

1. Toggl Plan



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2 open positions

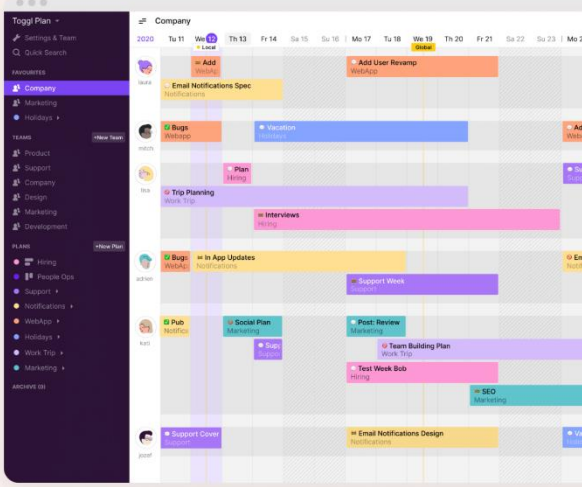
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Project management software for everyone

Plan projects with ease. Keep teams on track. Kick stress to the curb.

Get Started for Free

*No credit card required



Toggl Plan is an innovative project management app with software that takes the stress out of project planning. With a simple drag and drop team calendar, a group can easily manage their own tasks, while also receiving assignments from their team leader. Essential details such as start dates, due dates, and even documents can be added to each project as it is created to ensure all of the needed information is easily accessible.

2. Toggl

Everything works much better with Toggl

Hassle-free time tracking so your business runs like clockwork.



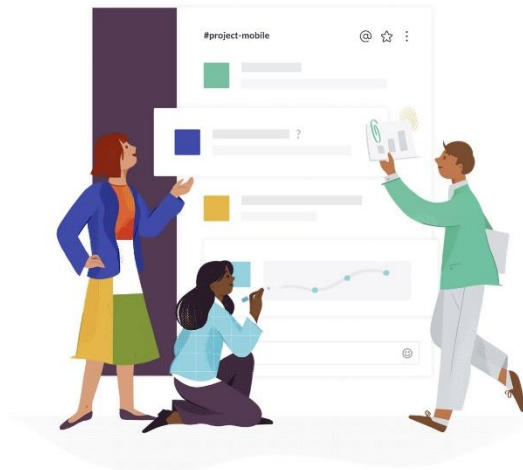
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GET STARTED ▶



Tracking time can be one of the biggest headaches for any position at any company. Toggl offers an easy-to-use time tracking platform with features that include a simple stop and go timer, flexible data reporting, and the ability to monitor time spent in over 80 different tools. There are also premium features that allow a team leader to automate timesheets and get additional insight into how the business is progressing.

3. Slack



Where Work Happens

When your team needs to kick off a project, hire a new employee, deploy some code, review a sales contract, finalize next year's budget, measure an A/B test, plan your next office opening, and more, Slack has you covered.

[GET STARTED](#)

Already using Slack? [Sign in.](#)

You're in good company

The Slack app can be used as a central hub for all of your team's communication needs. While it offers numerous integration options and file sharing, its main purpose is to help your team collaborate more effectively. Separate channels can be created depending on the needs of certain groups or projects to keep the appropriate parties up-to-date.

4. Zoom

 Help

5. Minute



Minute

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Makes Meetings Easy

All meeting information in one place



"I have only been using it for a short time, but so far it seems better than other meeting template apps I have tried".

Laura Meyrich

New Rochelle Radiology



As hard as a team leader may try to avoid the need for what are often considered dreaded meetings, there do come times when they are necessary. Instead of having one person put together the meeting agenda on their own, the Minute app allows all attendees to collaborate on the agenda beforehand. During the meeting, agenda tasks can be delegated to the proper participant and remain organized for a follow-up meeting, if needed.

6. Expensify



OUR PRODUCT

INTEGRATIONS

INDUSTRIES

PARTNERS

CUSTOMERS

PRICING

Expense reports that don't suck!

From receipt scanning to reimbursement, Expensify automates every step of the expense reporting process.

Email Address



GET STARTED

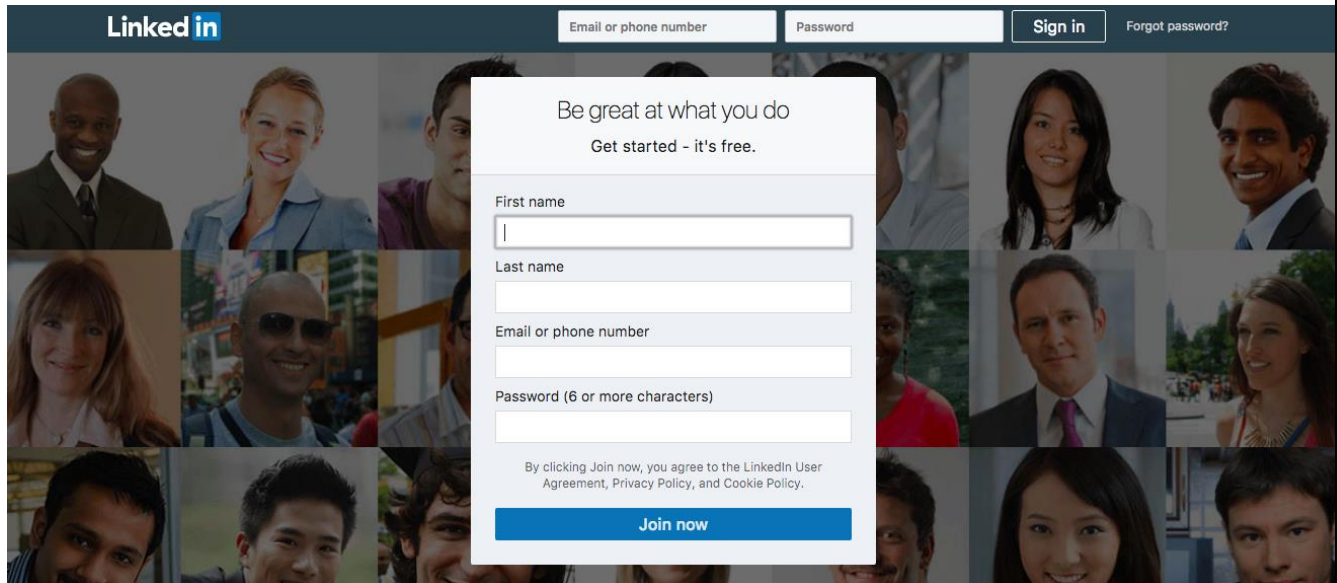
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SEE OUR FEATURES



It's safe to say there aren't many people in the world who enjoy doing expense reports. Whether the team leader is completing these or another individual has been assigned this duty, Expensify makes it possible to complete expense reports with nothing but a smartphone. It is as simple as snapping a picture of each receipt and allowing the system to automatically sync the expense with the proper account.

7. LinkedIn

The image shows the LinkedIn homepage with a sign-up form overlay. The background features a grid of diverse professional headshots. At the top, the LinkedIn logo is on the left, and there are input fields for 'Email or phone number' and 'Password', along with 'Sign in' and 'Forgot password?' links. The sign-up form is centered and contains the text 'Be great at what you do' and 'Get started - it's free.' Below this are input fields for 'First name', 'Last name', 'Email or phone number', and 'Password (6 or more characters)'. At the bottom of the form is a blue 'Join now' button and a small disclaimer: 'By clicking Join now, you agree to the LinkedIn User Agreement, Privacy Policy, and Cookie Policy.'

LinkedIn is essentially the Facebook of the business world, but with better networking capabilities. It can be used to reach out to professionals in just about any industry to network with other managers, collaborate with gurus, and even hire new team members. As a team leader, this is an essential tool to stay connected and up-to-date on potential talent who could be a future asset to your group.

8. 15Five

Unlock the Potential of Your Entire Workforce

15Five makes continuous employee feedback simple to drive high performing cultures.

[Get started](#)

While some team leaders may be intimidated by the thought of getting feedback from their group, 15Five has proven it to be one of the top methods in driving businesses forward. The online platform makes it easy to obtain monthly or even weekly reviews from employees to determine how effective their managers have been. By taking a few minutes to answer a brief questionnaire, team members will give upper management the information they need to improve and make any necessary changes.

9. Evernote

Meet Evernote, your second brain.

Capture, organize, and share notes from anywhere. Your best ideas are always with you and always in sync.

Sign up free with Google

Or

Email

Password

By clicking Sign up, I agree to the [Terms of Service](#) and [Privacy Policy](#).

Sign up for free



Remember Everything

Organize your work and declutter your life.

Using software like Evernote can play a major role in improving a team leader's productivity. It is a note-taking tool that make it easy to create simple to-do lists, take photos of important pieces of a project, and organize them all in separate files. Many companies use it to brainstorm and organize potential ideas for their business.

10. Clarity

Startup Advice from World Class Experts

VERIFIED EXPERT

Kate Kendall

Founder and CEO of CloudPeeps. Created The Fetch.

Fundraising

Marketplaces

Social Media Marketing

Email Marketing

Community Building



While a team leader is in their role for a reason, there will be times when they need help or advice in certain situations. The Clarity app offers access to one of the largest networks of expert mentors for assistance, training, and consultations. These mentors can work one-on-one with managers or be scheduled for group conversations with the rest of their team.

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AFTERNOON SESSION DETAILS

Image of session

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Python, Raspberry Pi, Electro

udemy.com/course/complete-python-raspberry-pi-and-iot-bootcamp/learn/lecture/17049380#overview

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Python 3.5.3 Shell

11:33

Python 3.5.3 Shell

11:33

'''This is a Single line DocString'''

def test():

'''This is a

multiline docstring'''

print('test')

print(test.__doc__)

help(test)

main__:

55. DocStrings

8min

Section 14: Various Python 3 IDEs and Text Editors for Raspberry Pi

0 / 3 | 20min

Section 15: Dictionary and Strings

0 / 5 | 39min

Section 16: Object Oriented Programming

0 / 7 | 43min

Section 17: Datetime and Math Libraries

0 / 3 | 28min

Section 18: Command Line Arguments

0 / 1 | 6min

Section 19: PyPI and pip

0 / 2 | 14min

Section 20: Python3 and MariaDB

0 / 9 | 52min

Section 21: RPi Pinout and Various Buses

0 / 6 | 27min

Overview

Q&A

Notes

Announcements

About this course

Learn Python 3 Basics, Advanced Python, Scientific Python, Raspberry Pi, Hardware, and IoT projects in a single course

Report – Report can be typed or hand written for up to two pages.

What is a Docstring?

A docstring is a string literal that occurs as the first statement in a module, function, class, or method definition. Such a docstring becomes the `__doc__` special attribute of that object.

All modules should normally have docstrings, and all functions and classes exported by a module should also have docstrings. Public methods (including the `__init__` constructor) should also have docstrings. A package may be documented in the module docstring of the `__init__.py` file in the package directory.

String literals occurring elsewhere in Python code may also act as documentation. They are not recognized by the Python bytecode compiler and are not accessible as runtime object attributes (i.e. not assigned to `__doc__`), but two types of extra docstrings may be extracted by software tools:

1. String literals occurring immediately after a simple assignment at the top level of a module, class, or `__init__` method are called "attribute docstrings".
2. String literals occurring immediately after another docstring are called "additional docstrings".

Please see PEP 258, "Docutils Design Specification" [2], for a detailed description of attribute and additional docstrings.

For consistency, always use `"""triple double quotes"""` around docstrings.

Use `r"""raw triple double quotes"""` if you use any backslashes in your docstrings. For Unicode docstrings, use `u"""Unicode triple-quoted strings"""`.

There are two forms of docstrings: one-liners and multi-line docstrings.

One-line Docstrings

One-liners are for really obvious cases. They should really fit on one line. For example:

```
def kos_root():
```

```
    """Return the pathname of the KOS root directory."""
```

```
global _kos_root
```

```
if _kos_root: return _kos_root
```

```
...
```

Notes:

- Triple quotes are used even though the string fits on one line. This makes it easy to later expand it.
- The closing quotes are on the same line as the opening quotes. This looks better for one-liners.
- There's no blank line either before or after the docstring.
- The docstring is a phrase ending in a period. It prescribes the function or method's effect as a command ("Do this", "Return that"), not as a description; e.g. don't write "Returns the pathname ...".
- The one-line docstring should NOT be a "signature" reiterating the function/method parameters (which can be obtained by introspection). Don't do:

- ```
def function(a, b):
```
- ```
    """function(a, b) -> list"""
```

This type of docstring is only appropriate for C functions (such as built-ins), where introspection is not possible. However, the nature of the *return value* cannot be determined by introspection, so it should be mentioned. The preferred form for such a docstring would be something like:

```
def function(a, b):  
    """Do X and return a list."""
```