1) Need to Bifurcate the team each team 7 members **-** **2 teams with 7 AC’s each.**

2) Calling sheet realignment **–** **Dropdown dispositions to be finalized, Text coloring.**

3) Have we communicated the slots for ACs for review calling with Rajani. if not please complete the same by 3.30 today, I would like to go through the same – **Is scheduled at 6 pm one by one , 1 AC 5min each(Name wise scheduled will be shared to the TL and rajini)**

4) please use your old contacts and let me know, what kind of leads they use to route or lead gen methods apart from organic, social media – **Affiliate leads (Out sourcing like suleka , yellow page), you tube leads , Google ad words, LinkedIn marketing , instagram ,Facebook, telegram, webinar, seminar,**

5) also study the upgrade and Simplilearn lead gen method, if we have anyone from there or any contact it will be great. in this business, they are quite major players **– Work in Progress**

Dear Baskar

With reference to the above email, I would like to inform you that below are the tasks for Avagmah,and for completion of the same it would require average time of 6 hours on daily basis

1. Content upload
2. Content re-updating,
3. Course creation
4. Plan id creation
5. Meetings with respective teams to get all the above mention data
6. Assignment updating
7. Quiz updating
8. Case study updating
9. User creation etc.,

Other than this if any tasks given by Karthik sir and Upneet

The following are the tasks for GMU learn voice I would require an average time of 3 hours for completion of the same on daily basis.

1. Regular team huddle
2. Lead assigning
3. Reports and updating the same to respective sheet
4. Coordinating with the team
5. Planning and implementing to achieve the targets

Other than this any tasks given by Gautam or you

Please note: These average time may vary according to the bandwidth and the priority of tasks and also there may be days that I need to extend beyond my working hours to complete my tasks and I have done that in the past which you are also aware off.