Program name: Power BI, chatbot course, LinkedIn learning program, Excel macros and VBA course

Chair: Patrick Egbunonu

Date: 2023-03-20

Attendees: unspecified

Meeting Summary:

At the meeting, Patrick Egbunonu presented various free and paid training programs available for the students. These included Power BI, a chatbot course, a LinkedIn learning program, and a course on Excel macros and VBA. Patrick Egbunonu recommended that the students put in 40-50 hours this week to finish all the trainings. He also specified that the first part will take 10 hours and the second part will take 5-7 hours. The meeting concluded with Patrick reminding everyone to reach out for help if they are stuck and to meet in person the following week.

Main Items Discussed:

1. Various free and paid training programs available for the students, including Power BI, a chatbot course, a LinkedIn learning program, and a course on Excel macros and VBA.

2. Total training time of 40 hours, with the first part taking 10 hours and the second part taking 5-7 hours.

3. Reminder to reach out for help if stuck and to meet in person the following week.

Action Items/Recommendations:

1. Have students complete the Power BI training to build a dashboard.

2. Have students complete the chatbot course to learn how to build a chatbot using IBM Watson and receive a certificate.

3. Have students complete the LinkedIn learning program around AI features of AI and ChatGPT 3 and 4.

4. Have students complete the Excel macros and VBA course for $54.

5. Have students put in 40-50 hours this week to finish all the trainings.

6. Have students complete the first part of the training in 10 hours and the second part in 5-7 hours.

7. Remind students to reach out for help if they are stuck.

8. Meet in person the following week to discuss progress.