### Informational Interview Tracker

This agenda worksheet will serve as your tracker for the individual conversations you have for your projects in-course, and what you will use to keep record of your informational interviews as a part of the Job Guarantee program. We recommend using the [networking tracker](https://docs.google.com/spreadsheets/d/1nYkuqesKskFpRaXKkb8d8R0QJTFGX2GtC-7YYx80_dw/edit?usp=share_link) to keep track of your outreach attempts, and this worksheet encompasses your preparation, completion, and submission.

| Interviewee Name | Amirreza Mehraba |
| --- | --- |
| Interviewee LinkedIn Profile | https://www.linkedin.com/in/amirreza-mehraban |
| Date Completed | Apr 16, 2023 (click date to change) |
| Outreach Message  You can use examples from the [LinkedIn Connection Requests & Outreach Guide.](https://www.springboard.com/archeio/download/20287b1985274a7e9abf94126ce9c52e/) | Hi Amirreza,  Hope you are doing well!  I am working in data analysis and was hoping to connect to help each other grow our networks. |
| Prepared Questions  Remember to prepare 5-10 questions based on the length of time you have | 1. What is your day-to-day? 2. Which tools do you use in your company? 3. How big is your team? 4. How do you collaborate with your teammates? 5. What do your teammates do? |
| Notes from Conversation  What did you learn? What were your take aways? Resources shared? Action item? | He is an experienced data analyst currently working in a marketing company. He collaborates closely with marketing, data science, business analysis (BA), and database administration (DBA) teams. His role involves understanding stakeholder requirements and creating reports based on those needs. |
| Thank You Message Sent | Apr 16, 2023Thanks for your time today. |
| Follow Up Message Sent | Apr 16, 2023 |
| Submission Status | Yes |