





TIMELINE	TASKS ASSIGNED / TASKS COMPLETED	AUTHORISED SIGNATURE
Month: December Week: 1 Day: Monday Date: 19	<ol style="list-style-type: none"> 1. Commencement Session with the team 2. Team Introduction 3. Introductory meeting with the team lead for discussing my roles and responsibilities, Dos and Don'ts. (est. time: 1 hour 30 minutes) 	
Month: December Week: 1 Day: Tuesday Date: 20	<ol style="list-style-type: none"> 1. First team meeting. 2. Second introductory session. (est. 3 hours) 3. Second Commencement Session (meeting with HR.) (est. 1 hour 45 minutes) 	
Month: December Week: 1 Day: Wednesday Date: 21	<ol style="list-style-type: none"> 1. Second Team meeting (discussed the agendas of the project). 2. Third Introductory Session (est. 3 hours) 3. Meeting with team leader for establishing familiarities with the tools and technology involved in the project. 	
Month: December Week: 1 Day: Thursday Date: 22	<ol style="list-style-type: none"> 1. First training session for the tableau, conducted by : team lead and member-003 2. Special meeting conducted by HR to explain the company's policy. 3. Meeting with the team leader to understand the client's policy of privacy and confidentiality. (est. 2 hours) 	
Month: December Week: 1 Day: Friday Date: 23	<ol style="list-style-type: none"> 1. Introductory Meeting with CRM Team (est. 3 hours) 2. Final Introductory meeting with the HR to discuss the management role and responsibilities. (est. 3 hours) 	
Month: December Week: 2 Day: Monday Date: 26	<ol style="list-style-type: none"> 1. Attended Day-0 meeting with the team for preparation for the client-010 meeting. (est. 1 hour) 2. Completed the training session-1 for Tableau 3. Attended the client meeting with the team (est. 3 hours 10 minutes) 	




Month: December Week: 2 Day: Tuesday Date: 27	<ol style="list-style-type: none">1. Team meeting in first half to define the project roadmap.2. Assisted CRM team in second half with technical replies and solved queries of the existing clients.	
Month: December Week: 2 Day: Wednesday Date: 28	<ol style="list-style-type: none">1. Inspected the Data source and validated the data provided by the client-0102. Updated the client-010 with the existing project scenario.3. Attended the team meeting for data collection and pre-processing strategy.	
Month: December Week: 2 Day: Thursday Date: 29	Official Holiday in the office	
Month: December Week: 2 Day: Friday Date:30		
Month: January Week: 3 Day: Monday Date: 2	On Official Leave	
Month: January Week: 3 Day: Tuesday Date: 3	<ol style="list-style-type: none">1. Prepared the questionnaire and survey form for data collection phase.2. Seek approval of the form from the team3. Got approval for the form4. Forwarded the form to the client for further distribution.	
Month: January Week: 3 Day: Wednesday Date: 4	<ol style="list-style-type: none">1. Scheduled meeting with the client for the data collection.2. Brainstormed with the team for the further steps3. Assisted CRM team in customer consultation.	
Month: January Week: 3 Day: Thursday Date: 5	<ol style="list-style-type: none">1. Attended the scheduled meeting with the client-010 along with team lead and member-002 and member-003.2. Understood the current scenario of the client with viewpoint of data collection.	



Month: January Week: 3 Day: Friday Date: 6	<ol style="list-style-type: none">1. Reviewed the responses of the survey form.2. Attended the team meeting for client-010, discussion of further steps took place. (est. time – 3 hours)3. Updated the client with the current project scenario,	
Month: January Week: 4 Day: Monday Date: 9	<ol style="list-style-type: none">1. Understood the first mini-project given to me.2. Reviewed the responses of the survey and questionnaire.3. Seek approval of the plan of mini-project.	
Month: January Week: 4 Day: Tuesday Date: 10	<ol style="list-style-type: none">1. Got approval of the plan for mini-project.2. Attended the team meeting where data collection phase was evaluated and commencement of data pre-processing took place. (est. time- 2 hours 30 minutes)3. Started working on the mini-project	
Month: January Week: 4 Day: Wednesday Date: 11	<ol style="list-style-type: none">1. Assisted the CRM team with client-010 updates2. Updated the team lead regarding the completion of the mini-project.3. Finalized the techniques that will be applicable for the data pre-processing phase.	
Month: January Week: 4 Day: Thursday Date: 12	<ol style="list-style-type: none">1. Pitched the mini-project and provided the solution to the business problem.2. Seek review of the team on the mini-project.3. Continued the data pre-processing for the client-0104. Provided the weekly update to the client-010	
Month: January Week: 4 Day: Friday Date: 13	<ol style="list-style-type: none">1. Assisted CRM team.2. Attended training session.	



Month: January Week: 5 Day: Monday Date: 16	<ol style="list-style-type: none">1. Attended the team meeting for the project of client-010 (est. time – 30 minutes)2. Completed the Data cleaning task.3. Provided weekly update to the client-010	
Month: January Week: 5 Day: Tuesday Date: 17	<ol style="list-style-type: none">1. Completed the data cleaning report and submitted to the team lead.2. Attended the tableau training session (est. 3 hours)3. Attended the team meeting for Data analysis phase. (est. time – 2 hours)	
Month: January Week: 5 Day: Wednesday Date: 18	<ol style="list-style-type: none">1. Understood the business problem of another mini-project assigned.2. Assisted CRM Team with the customer interaction.3. Started the data analysis phase.	
Month: January Week: 5 Day: Thursday Date: 19	<ol style="list-style-type: none">1. Seek approval for the approach to solve the mini-project-2.2. Attended training session.3. Attended team meeting to discuss the visualization scheme.	
Month: January Week: 5 Day: Friday Date: 20	<ol style="list-style-type: none">1. Got the approval for the mini-project-2.2. Provided the weekly update to the client-010.3. Attended the team meeting to discuss the further strategy.4. Meeting with HR for the feedback on team-work.	
Month: January Week: 6 Day: Monday Date: 23	<ol style="list-style-type: none">1. Completed the mini-project-2.2. Discussion took place with team-members regarding what to include and what not to in the dashboard.3. Analysed the client's expectation from the dashboard.4. Attended the team meeting where tentative discussion regarding the visualization took place.	
Month: January Week: 6 Day: Tuesday Date: 24	<ol style="list-style-type: none">1. Pitched the second mini-project and answered the questions of the team lead.2. Assisted the CRM team.3. Provided the weekly update to the client-010.4. Started working on the visualization.	




Month: January Week: 6 Day: Wednesday Date: 25	<ol style="list-style-type: none"> 1. Team meeting with the manager for the discussing the progress and future plans. (est. time- 1 hour) 2. Attended the training session. (est. time- 4 hours) 	
Month: January Week: 6 Day: Thursday Date: 26	OFFICIAL HOLIDAY (REPUBLIC DAY)	
Month: January Week: 6 Day: Friday Date: 27	OFFICIAL HOLIDAY (SYSTEM MAINTENANCE)	
Month: January Week: 7 Day: Monday Date: 30	<ol style="list-style-type: none"> 1. Attended Team meeting for finalizing the contents of the dashboard for client-010 (est. time – 1 hour 30 minutes) 2. Updated the client with the progress. 3. Assisted the CRM Team. 4. Attended the training session. 	
Month: January Week: 7 Day: Tuesday Date: 31	<ol style="list-style-type: none"> 1. Understood the business problem of another mini-project assigned. 2. Started working on the dashboard creation with the member-005 3. Attended the training session. 4. Meeting with HR for the progress discussion. (est. time – 1 hour) 	
Month: February Week: 7 Day: Wednesday Date: 1	<ol style="list-style-type: none"> 1. Seek approval of the approach for solving the mini-project. 2. Provided the weekly update to the client-010 3. Assisted the CRM team 4. Started making the visualization report. 	
Month: February Week: 7 Day: Thursday Date: 2	<ol style="list-style-type: none"> 1. Got approval for the mini-project. 2. Submitted the visualization report to the team lead. 3. Attended the team-meeting for the pitch preparation. (est. time – 2 hours) 4. Attended another team meeting for the discussing the insights. (est. time - 3 hours 30 minutes). 	



Month: February Week: 7 Day: Friday Date: 3	<ol style="list-style-type: none"> 1. Scheduled the meeting with the client-010 for the pitching of the insights. 2. Started self-training for the new project. 3. Started working on the mini-project. 4. Assisted CRM team. 	
Month: February Week: 8 Day: Monday Date: 6	<ol style="list-style-type: none"> 1. Completed the mini-project. 2. Continued the self-training 3. Meeting with the HR where discussion took place regarding the new responsibility and new team assigned. (est. time – 1 hour 40 minutes). 4. Regular team meeting 	
Month: February Week: 8 Day: Tuesday Date: 7	<ol style="list-style-type: none"> 1. Mock pitch for the client-010 2. Assisted CRM team. 3. Updated the client with the progress. 4. Submitted the mini-project. 	
Month: February Week: 8 Day: Wednesday Date: 8	<ol style="list-style-type: none"> 1. Team meeting for the client-010 (est. time- 2 hours) 2. Assisted CRM Team 3. Meeting with the team lead to discuss the further plans (est. time – 2 hours) 	
Month: February Week: 8 Day: Thursday Date: 9	ATTENDED THE TRAINING SESSION FOR THE NEW ROLE	
Month: February Week: 8 Day: Friday Date: 10	ATTENDED THE TRAINING SESSION FOR THE NEW ROLE	
Month: February Week: 9 Day: Monday Date: 13	<ol style="list-style-type: none"> 1. Completed the project assigned. 2. Final team meeting for client-010 3. Assisted CRM team. 	
Month: February Week: 9 Day: Tuesday Date: 14	<ol style="list-style-type: none"> 1. Pitched my mini-project. 2. Meeting with my manager and HR to discuss the overall performance and was conveyed about the new role. (est. time- 3 hours) 	




Month: February Week: 9 Day: Wednesday Date: 15	<ol style="list-style-type: none"> 1. Attended meeting with my manager where further discussion took place of the new role. (est. time- 1 hour) 2. Attended the first meeting with clint-010 for discussing the insights gained with the entire team. (est. time – 4 hours) 	
Month: February Week: 9 Day: Thursday Date: 16	<ol style="list-style-type: none"> 1. Attended the final meeting with the client-010 (project handover) (est. time – 3 hours) 2. Attended team meeting for seeking the feedback on my performance. 	
Month: February Week: 9 Day: Friday Date: 17	OFFICIAL LEAVE FOR ME (CHANGE IN ROLE AND TEAM) (END OF PHASE-1 OF THE INTERNSHIP)	
Month: February Week: 10 Day: Monday Date: 20	<ol style="list-style-type: none"> 1. Started revising the basics of python. 2. Attended orientation session. 	
Month: February Week: 10 Day: Tuesday Date: 21	<ol style="list-style-type: none"> 1. Presented the plan and further procedures to cope with the project requirements. 2. Attended the inaugural team meeting. 3. Attended meeting with the team leader to know my roles and responsibilities. 	
Month: February Week: 10 Day: Wednesday Date: 22	<ol style="list-style-type: none"> 1. Started Data Science Bootcamp on PW Skills as part of my internship. 2. Completed the projects assigned to me by the previous team. 3. Attended the final client meeting 	
Month: February Week: 10 Day: Thursday Date: 23	<ol style="list-style-type: none"> 1. Took part in group discussion with my new team. 2. Started familiarizing myself with the new tools and technology to be used in the upcoming projects. 	
Month: February Week: 10 Day: Friday Date: 24	NO WORK DAY CELEBRATED BY THE TEAM	



<p>Month: February Week: 11 Day: Monday Date: 27</p>	<ol style="list-style-type: none"> 1. Completed Assignment – 1 of Data Science Bootcamp. 2. Attended first weekly meeting with the new team. 3. Pitched the last project to the previous team. 	
<p>Month: February Week: 11 Day: Tuesday Date: 28</p>	<ol style="list-style-type: none"> 1. Attended the daily team meeting. 2. Completed Assignment – 2 of Data Science Bootcamp. <p>FAREWELL PARTY BY PREVIOUS TEAM</p>	
<p>Month: March Week: 11 Day: Wednesday Date: 1</p>	<ol style="list-style-type: none"> 1. Attended the daily team meeting. 2. Held meeting with my team leader for the final discussion of roles and responsibilities. 3. Completed the Assignment – 3 of Data Science Bootcamp. 4. Assisted CRM Team. 	
<p>Month: March Week: 11 Day: Thursday Date: 2</p>	<ol style="list-style-type: none"> 1. Attended the daily team meeting. 2. Submitted the assignment report to the team leader. 3. Attended the requirement gathering meeting. 	
<p>Month: March Week: 11 Day: Friday Date: 3</p>	<ol style="list-style-type: none"> 1. Started working on the mini-project assigned. 2. Completed the bootcamp assignment-4. 3. Sought approval for the approach to be followed for the new project. 4. Attended the week closure team meeting. 	
<p>Month: March Week: 12 Day: Monday Date: 6</p>	<ol style="list-style-type: none"> 1. Attended the weekly opening team meeting. 2. Submitted the mini-project assigned. 3. Continued the Bootcamp. 4. Completed the Assignment – 5 5. Started the data collection phase for the project. 	




Month: March Week: 12 Day: Tuesday Date: 7	<ol style="list-style-type: none"> 1. Attended the daily team meeting. 2. Continued the bootcamp. 3. Continued the data collection phase. 	
Month: March Week: 12 Day: Wednesday Date: 8	<ol style="list-style-type: none"> 1. Attended the daily team meeting. 2. Continued the bootcamp. 3. Completed the Assignment – 6 of the bootcamp. 4. Continued the data collection phase. 5. Assisted the CRM Team. 	
Month: March Week: 12 Day: Thursday Date: 9	<ol style="list-style-type: none"> 1. Attended the daily team meeting. 2. Continued the bootcamp. 3. Submitted the bootcamp progress report to the manager. 4. Completed the data collection phase. 5. Assisted the CRM Team. 	
Month: March Week: 12 Day: Friday Date: 10	<ol style="list-style-type: none"> 1. Continued the bootcamp. 2. Prepared the data collection report. 3. Submitted the data collection report to the team leader. 4. Pitched the mini-project to the team. 5. Attended the weekly closure team meeting. 	
Month: March Week: 13 Day: Monday Date: 13	<ol style="list-style-type: none"> 1. Attended the weekly opening meeting. 2. Attended the data pre-processing meeting. 3. Continued the bootcamp. 4. Completed the assignment – 7. 5. Understood the web scrapping project. 	
Month: March Week: 13 Day: Tuesday Date: 14	<ol style="list-style-type: none"> 1. Attended the daily team meeting. 2. Started the data pre-processing phase. 3. Continued the bootcamp. 4. Sought approval of web scrapping approach. 	
Month: March Week: 13 Day: Wednesday Date: 15	<ol style="list-style-type: none"> 1. Attended the daily team meeting. 2. Continued the data pre-processing phase. 3. Continued the bootcamp. 4. Started the web scrapping project. 	




Month: March Week: 13 Day: Thursday Date: 16	<ol style="list-style-type: none"> 1. Attended the daily team meeting. 2. Completed the data pre-processing phase. 3. Continued the bootcamp. 4. Continued the web scrapping project. 5. Submitted the bootcamp report to the team leader. 	
Month: March Week: 13 Day: Friday Date: 17	<ol style="list-style-type: none"> 1. Submitted the data pre-processing report to the team leader. 2. Continued the bootcamp. 3. Completed the assignment – 8. 4. Completed the web scrapping project. 5. Attended the weekly closure team meeting. 	
Month: March Week: 14 Day: Monday Date: 20	<ol style="list-style-type: none"> 1. Attended the weekly opening team meeting. 2. Continued the bootcamp. 3. Completed the assignment – 9 4. Submitted the web scrapping project. 5. Assisted the CRM Team. 	
Month: March Week: 14 Day: Tuesday Date: 21	<ol style="list-style-type: none"> 1. Attended the daily team meeting. 2. Continued the bootcamp. 3. Pitched the web scrapping project. 	
Month: March Week: 14 Day: Wednesday Date: 22	<ol style="list-style-type: none"> 1. Attended the daily team meeting. 2. Continued the bootcamp. 3. Attended the team meeting for making amendments in the data pre-processing phase. 4. Completed the Assignment – 10. 	
Month: March Week: 14 Day: Thursday Date: 23	<ol style="list-style-type: none"> 1. Attended the daily team meeting. 2. Continued the bootcamp. 3. Submitted the bootcamp report to the team leader. 4. Attended the meeting with team leader. 	
Month: March Week: 14 Day: Friday Date: 24	ON OFFICIAL HOLIDAY	



Month: March Week: 15 Day: Monday Date: 27	<ol style="list-style-type: none"> 1. Attended the weekly opening team meeting. 2. Continued the bootcamp 3. Submitted the assignment – 11 4. Assisted the CRM Team 	
Month: March Week: 15 Day: Tuesday Date: 28	<ol style="list-style-type: none"> 1. Attended the daily team meeting 2. Continued the boot camp 3. Completed the assignment – 12 4. Attended the team meeting to understand the analysis phase. 5. Assisted the CRM Team. 	
Month: March Week: 15 Day: Wednesday Date: 29	<ol style="list-style-type: none"> 1. Attended the daily team meeting. 2. Continued the bootcamp. 3. Attended second team for finalizing the analysis processes. 4. Started working on the mini project assigned. 	
Month: March Week: 15 Day: Thursday Date: 30	<ol style="list-style-type: none"> 1. Attended the daily team meeting. 2. Continued the bootcamp. 3. Submitted the weekly bootcamp report. 4. Assisted the CRM Team. 	
Month: March Week: 15 Day: Friday Date: 31	<ol style="list-style-type: none"> 1. Continued the bootcamp. 2. Started working on the data analysis phase. 3. Completed the mini project. 	
Month: April Week: 16 Day: Monday Date: 3	<ol style="list-style-type: none"> 1. Continued the bootcamp. 2. Submitted the data analysis report. 3. Submitted the mini-project 	
Month: April Week: 16 Day: Tuesday Date: 4	<ol style="list-style-type: none"> 1. Continued the bootcamp. 2. Started to consult the team for the further steps. 3. Assisted the CRM Team. 	
Month: April Week: 16 Day: Wednesday Date: 5	<ol style="list-style-type: none"> 1. Continued the bootcamp. 2. Attended the client meeting. 3. Assisted the CRM Team. 4. Pitched the Mini-Project. 5. Started working on the phase-2 	



Month: April Week: 16 Day: Thursday Date: 6	ON OFFICIAL LEAVE	
Month: April Week: 16 Day: Friday Date: 7	OFFICIAL LEAVE FOR ALL	
Month: April Week: 17 Day: Monday Date: 10	OFFICIAL LEAVE FOR ALL	
Month: April Week: 17 Day: Tuesday Date: 11	<ol style="list-style-type: none"> 1. Continued the bootcamp. 2. Submitted the progress report to the manager. 3. Attended the meeting with the manager. 4. Started working on the last mini-project 	
Month: April Week: 17 Day: Wednesday Date: 12	<ol style="list-style-type: none"> 1. Continued the bootcamp. 2. Attended the team meeting for the further approach. 3. Continued working on the project. 	
Month: April Week: 17 Day: Thursday Date: 13	<ol style="list-style-type: none"> 1. Assisted the CRM Team. 2. Continued working on the project. 3. Continued the bootcamp. 	
Month: April Week: 17 Day: Friday Date: 14	<ol style="list-style-type: none"> 1. Attended the team meeting. 2. Continued the bootcamp. 3. Assisted the CRM Team. 4. Submitted the mini-project. 5. Pitched the mini-project. 	

AUTHORISED SIGNATURE:

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