



WEEKLY REPORT

Student ID: 19DCS098	Student Name: Parth N Patel
From Date: 16 May 2022	To Date: May 23 May 2022
Semester: 6	Internship ID: IM-01

Work done in last week (Attach supporting Documents):

1. Introductory meeting with the Sr. Manager.

- In the meeting, discussed about the upcoming projects.
- Alongwith that, discussion about the final selection of interns took place.

2. With the guidance of the manager, attended the meeting with the clients (both on new projects and on-going projects)

- For new projects, tried to understand the preliminary requirements of the clients,
- Upon the understanding of the requirements, shortlisted the final interns from the pool of applicants.

3. Created different teams for the upcoming projects.

- The team members of all the teams will work under my guidance and upon my evaluation of the work, it will be transferred to upper management for further evaluation.

NOTE: I am not permitted to show or discuss the meeting details and strategy for the projects with any party outside of the organization (including the university).

Plans for next week:

1. Meeting with the clients for the further discussion
2. Conduction of an introductory meeting with all the interns.
3. Discussion of the working protocols with the interns.
4. Individual team discussion for knowing the interns of the fellow team in a better manner.

References:

NOT APPLICABLE

Signature of External Guide

Signature of Internal Guide

