**Weekly Tasks Summary (Week 1-9)**

**Week 1 (BA & Tester)**

* **BA Role:** Learned how to create a GitHub repository and watched videos on the role of a Business Analyst.
* **Tester Role:** Learned about day-to-day responsibilities of a tester and watched testing-related videos.

**Week 2 (BA & Tester)**

* **BA Role:** Learned about different testing methodologies and explored various tools used in testing.
* **Tester Role:** Participated in BA techniques such as requirement gathering and wrote user stories and use cases.

**Week 3 (BA & Tester)**

* **BA Role:** Practiced using Power BI in Excel for creating visualization charts and customized reports in Power BI.
* **Tester Role:** Studied PRINCE2 methodology and explored its application in real-time projects. Used ChatGPT for additional guidance.

**Week 4 (BA & Tester)**

* **BA Role:** Learned how to connect SQL server data to Power BI and explored functionalities in SQL Server Management Studio.
* **Tester Role:** Practiced SQL query writing and execution watched a video on using Trello for project management, and studied the basics of the Robot Framework and automation.

**Week 5 (BA & Tester)**

* **BA Role:** Installed and set up the 3-tier web application as taught in class and practiced SQL basics and queries.
* **Tester Role:** Practiced writing SQL queries for data retrieval and manipulation, studied Selenium for web automation testing, and explored browser automation tasks using Selenium.

**Week 7 (BA)**

* Learned about Business Process Document (BPD), completed LinkedIn Learning sessions on Business Analysis, participated in discussions about Business Requirement Document (BRD), and reviewed best practices for documenting business processes.

**Week 8 (BA)**

* Took on two projects: Library Management System and Hospital Booking System. Wrote functional and non-functional requirements for both projects, and studied BA roles in real-time scenarios.

**Week 9 (BA)**

* Created a Sales and Inventory Management System project document, developed a professional business document, included a traceability matrix, and reviewed best practices for documentation and traceability standards.