



# POORNIMA

## COLLEGE OF ENGINEERING

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### A Report On

### “TRAINING ON MICROSOFT TEAM”

**NAME OF ACTIVITY:** Training on Microsoft Team

**DATE & DURATION:** 27th September, 2021 & 2 hrs.

**TYPE OF ACTIVITY:** Extra-Curriculum Activity/ In House

**ORGANIZED BY:** Computer Engineering Department/In House Activity

#### **LEARNING OUTCOMES:**

CO1- About the M S Team and its features and components.

CO2- How to communicate in two-way persistent chats with one or multiple participants, to contribute in a shared workspace where messages and digital content on a specific topic are shared, to communicate without the use of email or group SMS (texting), to share instant messaging, audio calls (VoIP), and video calls inside the client software, to Meetings can be scheduled with multiple participants able to share audio, video, chat and presented content with all participants.

#### **MAPPINGS WITH PO AND PSO:**

| CO/PO | PO 1 | PO 2 | PO 3 | PO 4 | PO 5 | PO 6 | PO 7 | PO 8 | PO 9 | PO1 0 | PO1 1 | PO1 2 | PSO 1 | PSO 2 | PSO 3 |
|-------|------|------|------|------|------|------|------|------|------|-------|-------|-------|-------|-------|-------|
| CO1   | -    | -    | -    | -    | -    | 3    | -    | -    | -    | -     | -     | -     | -     | -     | -     |
| CO2   | -    | -    | -    | -    | -    | -    | 3    | -    | -    | -     | -     | -     | -     | -     | -     |

## **ASSESSMENT TOOLS:**

- Verbally questioning and answering to the participants.
- Hands on practice.

## **DETAILS OF ACTIVITY:**

The Department of Computer Engineering, Poornima College of Engineering, Jaipur, organized a Session on “Workshop on Microsoft Team” 27<sup>th</sup> September, 2021. Microsoft Teams is a proprietary business communication platform developed by Microsoft, as part of the Microsoft 365 family of products. Teams primarily compete with the similar service Slack, offering workspace chat and videoconferencing, file storage, and application integration. Teams replaced other Microsoft-operated business messaging and collaboration platforms, including Skype for Business and Microsoft Classroom.

## **OBJECTIVE:**

The main objective of workshop on Microsoft Team uses to provide a virtual environment in offices and institutions.

## **EXPERT SESSION CONTENT:**

- How to communicate in two-way persistent chats with one or multiple participants.
- How to contribute in a shared workspace where messages and digital content on a specific topic are shared.
- How to communicate without the use of email or group SMS (texting).
- How to share instant messaging, audio calls (VoIP), and video calls inside the client software.
- How to Meetings can be scheduled with multiple participants able to share audio, video, chat and presented content with all participants.

## **EXPECTED OUTCOMES:**

- Workshop on Microsoft Team uses to provide a virtual environment in offices and institutions.

## RESOURCE PERSON:

- Mr. Manish Choubisa, Assistant Professor, Department of Computer Engineering, Poornima College Of Engineering, Jaipur

## SUMMARY:

- Date: 27<sup>th</sup> September, 2021
- Time: 01:00 PM to 03:00 PM
- Expert Person : Mr. Manish Choubisa, Assistant Professor, Department of Computer Engineering, Poornima College Of Engineering, Jaipur
- Venue: Computer Lab (AI Lab)
- Targeted Audience: II- Year Students
- No. of Participant: 98

## Q-Sheet:

### A Session On “Workshop on Microsoft Team uses”

Date: 27th September, 2021

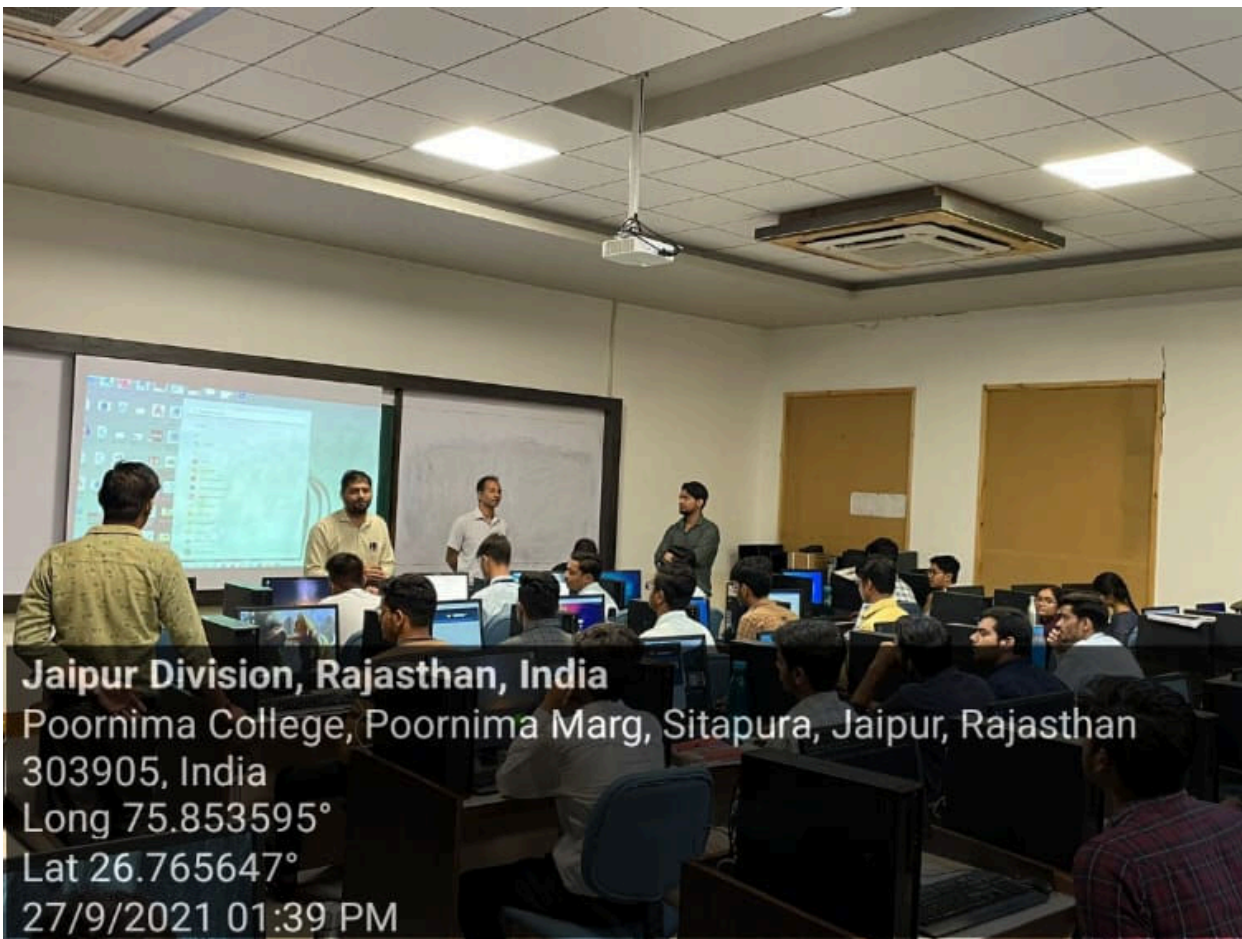
Time: 01:00 PM to 03:00 PM

Venue: Computer Lab (AI Lab)

#### Q-Sheet

| S. No | Activity   | Duration | Time                  |
|-------|--|----------|-----------------------|
| 1.    | Welcome To<br>Mr. Manish Dubey, Assistant Professor, Department of<br>Computer Engineering, Poornima College Of Engineering,<br>Jaipur   | 05 Min   | 01:00 PM -01:05<br>PM |
| 2.    | Session by<br>Mr. Manish Choubisa, Assistant Professor, Department of<br>Computer Engineering, Poornima College Of Engineering, Jaipur   | 110 Min  | 01:05PM -02:55 PM     |
| 3.    | Vote of Thanks by<br>Dr. Surendra Kumar Yadav, Professor, Department of Computer<br>Engineering, Poornima College Of Engineering, Jaipur | 05 Min   | 02:55 PM -03:00<br>PM |

## GLIMPSES:



### LIST OF THE PARTICIPANTS:

| Poornima College of Engineering,Jaipur   |            |                       |                  |
|--|------------|-----------------------|------------------|
| Department of CSE  |            |                       |                  |
| Students Attendance  |            |                       |                  |
| Session On “Workshop on Microsoft Team uses” (27 <sup>th</sup> September,2021) |            |                       |                  |
| S.No.  | Reg. No.   | Name Of Students      | Class(Year wise) |
| 1  | PCE20CS001 | AARADHAYA KHANDELWAL  | II               |
| 2  | PCE20CS002 | AASHITA JAIN          | II               |
| 3  | PCE20CS003 | ABHAY SINGH RATHORE   | II               |
| 4  | PCE20CS004 | ABHILASHA CHAKRABERTY | II               |
| 5  | PCE20CS005 | ABHINAV ANAND         | II               |
| 6  | PCE20CS035 | AVINASH DUBEY         | II               |
| 7  | PCE20CS036 | AYUSH BALUNI          | II               |
| 8  | PCE20CS037 | AYUSH JAIN            | II               |
| 9  | PCE20CS038 | AYUSH SINGHAL         | II               |

**Poornima College of Engineering-Activity Report**

|    |            |                     |    |
|----|------------|---------------------|----|
| 10 | PCE20CS039 | AYUSHI GUPTA        | II |
| 11 | PCE20CS040 | BHARTI GUPTA        | II |
| 12 | PCE20CS041 | BHAVIT CHAUDHARY    | II |
| 13 | PCE20CS042 | BHAVYA AGARWAL      | II |
| 14 | PCE20CS043 | BHAVYA LOHAMI       | II |
| 15 | PCE20CS044 | CHAITANYA KHURANA   | II |
| 16 | PCE20CS045 | CHETAN SHARMA       | II |
| 17 | PCE20CS046 | DAKSH KARDAM        | II |
| 18 | PCE20CS047 | DEEPAK DAYMA        | II |
| 19 | PCE20CS049 | DEEPAK KUMAR TIWARI | II |
| 20 | PCE20CS050 | DEV SONI            | II |
| 21 | PCE20CS051 | DEVENDRA SINGH RAO  | II |
| 22 | PCE20CS052 | DEVESH SHARMA       | II |
| 23 | PCE20CS053 | DHRUV GAUR          | II |
| 24 | PCE20CS151 | RAHUL ARORA         | II |
| 25 | PCE20CS152 | RAHUL KHANDELWAL    | II |
| 26 | PCE20CS153 | RAJ SINGH NARUKA    | II |
| 27 | PCE20CS154 | RISHABH DEORA       | II |
| 28 | PCE20CS155 | RISHABH JAIN        | II |
| 29 | PCE20CS156 | RISHAV VERMA        | II |
| 30 | PCE20CS157 | RISHITA ALORIA      | II |
| 31 | PCE20CS158 | RITIK SHARMA        | II |
| 32 | PCE20CS159 | RITU SHARMA         | II |
| 33 | PCE20CS160 | ROHIT AGARWAL       | II |
| 34 | PCE20CS161 | SACHIN YADAV        | II |
| 35 | PCE20CS162 | SAHIL TANK          | II |
| 36 | PCE20CS163 | SALONI AGRAWAL      | II |
| 37 | PCE20CS164 | SANDEEP SAINI       | II |
| 38 | PCE20CS165 | SANJIVANI SHARMA    | II |
| 39 | PCE20CS166 | SANSKAR SHARMA      | II |
| 40 | PCE20CS167 | SARTHAK BHARDWAJ    | II |
| 41 | PCE20CS168 | SATYAM SHANDILYA    | II |
| 42 | PCE20CS169 | SAUMYA GUPTA        | II |
| 43 | PCE20CS170 | SAURABH FAUZDAR     | II |
| 44 | PCE20CS171 | SEJAL JAIN          | II |
| 45 | PCE20CS172 | SHASHANK SINGH      | II |
| 46 | PCE20CS173 | SHITANSHU GOYAL     | II |
| 47 | PCE20CS174 | SHIVAM KHANDELWAL   | II |
| 48 | PCE20CS175 | SHIVAM KUMAR        | II |
| 49 | PCE20CS176 | SHIVAM PATIL        | II |
| 50 | PCE20CS177 | SHIVIN GUPTA        | II |
| 51 | PCE20CS178 | SHIWANG GUPTA       | II |
| 52 | PCE20CS179 | SHRISHTI AGARWAL    | II |
| 53 | PCE20CS180 | SHUBHAM PRAJAPATI   | II |
| 54 | PCE20CS181 | SIDDHARTH KOTHARI   | II |
| 55 | PCE20CS182 | SIDESH SAINI        | II |
| 56 | PCE20CS183 | SILKY SHARMA        | II |
| 57 | PCE20CS184 | SURAJ KUMAR         | II |
| 58 | PCE20CS185 | TANU AGARWAL        | II |

|    |            |                           |    |
|----|------------|---------------------------|----|
| 59 | PCE20CS186 | TANYA ARORA               | II |
| 60 | PCE20CS187 | TRIPTI AGRAWAL            | II |
| 61 | PCE20CS188 | TRIPTI SOMANI             | II |
| 62 | PCE20CS189 | TUSHAR SHARMA             | II |
| 63 | PCE20CS190 | TUSHAR VAISHNAV           | II |
| 64 | PCE20CS191 | UTKARSH KAUSHIK           | II |
| 65 | PCE20CS192 | VIKRAM JANGIR             | II |
| 66 | PCE20CS193 | VISHAL AGARWAL            | II |
| 67 | PCE20CS194 | VISHAL AGRAWAL            | II |
| 68 | PCE20CS195 | VISHAL ARYA               | II |
| 69 | PCE20CS196 | VIVEK KUMAR               | II |
| 70 | PCE20CS197 | YAGYANSH JAISWAL          | II |
| 71 | PCE20CS198 | YAKSHITA SHARMA           | II |
| 72 | PCE20CS199 | YASH KHANDELWAL           | II |
| 73 | PCE20CS200 | YASH TRIPATHI             | II |
| 74 | PCE20CS201 | YASH VARDHAN SINGH PANWAR | II |
| 75 | PCE20CS202 | YATIKA BOCHIWAL           | II |
| 76 | PCE20CS203 | ASHISH KUMAR PRAJAPATI    | II |
| 77 | PCE20CS204 | CHANDAN JANGIR            | II |
| 78 | PCE20CS205 | GARVIT MATHUR             | II |
| 79 | PCE20CS206 | NARENDRA KUMAWAT          | II |
| 80 | PCE20CS207 | SIDDHARTH TALESARA        | II |
| 81 | PCE20CS208 | SHARMA CHETAN RAMKISHOR   | II |
| 82 | PCE20CS209 | MS TARANA BAGOTIA         | II |
| 83 | PCE20CS210 | KHUSHI AGARWAL            | II |
| 84 | PCE20CS211 | SIBGHAT ALI KHAN          | II |
| 85 | PCE20CS212 | ANKIT KUMAR               | II |
| 86 | PCE20CS300 | AYUSH JOSHI               | II |
| 87 | PCE20CS301 | ISHANT KUSHWAH            | II |
| 88 | PCE20CS701 | SUBANSHIKA                | II |
| 89 | PCE20CS705 | RAMESHBER GOSWAMI         | II |
| 90 | PCE20CS709 | SHIVALI SHARMA            | II |
| 91 | PCE21CS800 | DURGESH KUMAR YADAV       | II |
| 92 | PCE21CS801 | KOMAL KUMARI              | II |
| 93 | PCE21CS802 | PRADHUMAN SINGH RATHORE   | II |
| 94 | PCE21CS804 | SHIVANGI DUBEY            | II |
| 95 | PCE21CS806 | AKHILESH SAINI            | II |
| 96 | PCE21CS807 | DIWAKAR JANGID            | II |
| 97 | PCE21CS808 | SOHAIB NASIR              | II |
| 98 | PCE21CS809 | ANIRUDH KUMAR             | II |

## **FEEDBACK / ATTAINMENTS:**

The overall feedback from the students was excellent. Participants has given positive remarks about session and wanted to have such more session on Workshop on Microsoft Team.



## **FEEDBACK ANALYSIS:**

### **Content of the workshop is rated as:**

- a) Excellent by 76.67% of participants
- b) Good by 20.25% of participants
- c) 0.62% say needs improvement
- d) 2.47% not responded

### **Presentation of the workshop is rated as:**

- a) Excellent by 75.78% of participants
- b) Good by 24.22% of participants

### **Management/ Administration of the workshop is rated as:**

- a) Excellent by 77.59% of participants
- b) Good by 18.7% of participants
- c) 3.7% say need improvement

### **Overall Workshop is rated as:**

- a) Excellent by 69.26% of participants
- b) Good by 30.74% of participants

### **How could this workshop be improved?**

1. Focus should be on basic than advanced level.
2. Performance and effectiveness can be improved by giving more time for practice sessions and to implement concepts.

### **Any other comments / suggestions**

1. We would like to have such more workshops in future.
2. Language fundamental can be enhanced in effective manner.