



# POORNIMA

## COLLEGE OF ENGINEERING

Promoted by Shanti Education Society, Affiliated to Rajasthan Technical University & Approved by AICTE

### A Report on “Training on Microsoft Team”

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

**DATE & DURATION:** 6th July, 2020 & 2 hrs.

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

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

### LEARNING OUTCOMES:

CO1: Understand what Microsoft Teams is and how it can be used in classrooms and schools.

CO2: Understand the different types of Teams.

### MAPPINGS WITH PO AND PSO:

	PO1	PO2	PO3	PO4	PO5	PO6	PO7	PO8	PO9	PO10	PO11	PO12	PSO1	PSO2	PSO3
CO1	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CO2	-	3	-	-	-	-	-	-	-	-	-	-	-	-	-

### ASSESSMENT TOOLS:

➤ Microsoft Teams

### **DETAILS OFACTIVITY:**

The Department of Computer Engineering, Poornima College of Engineering, Jaipur, organized a Session on “Workshop on Microsoft Team uses” 6<sup>th</sup> July, 2020. 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.

### **Resources Persons:**

- DR. SHALINI PURI, Assistant Professor, CSE, Poornima College Of Engineering, Jaipur.

## Summary:

- **Date:** 6th July,2020
- **Time:** 01:00 PM to 03:00 PM
- **Expert Person:** Dr. Shalini Puri, Assistant Professor, CSE, Poornima College of Engineering, Jaipur
- **Targeted Audience:** II- Year Students
- **No. of Participant:** 98

## Q-Sheet:

### Session

On

## “Training on Microsoft Team”

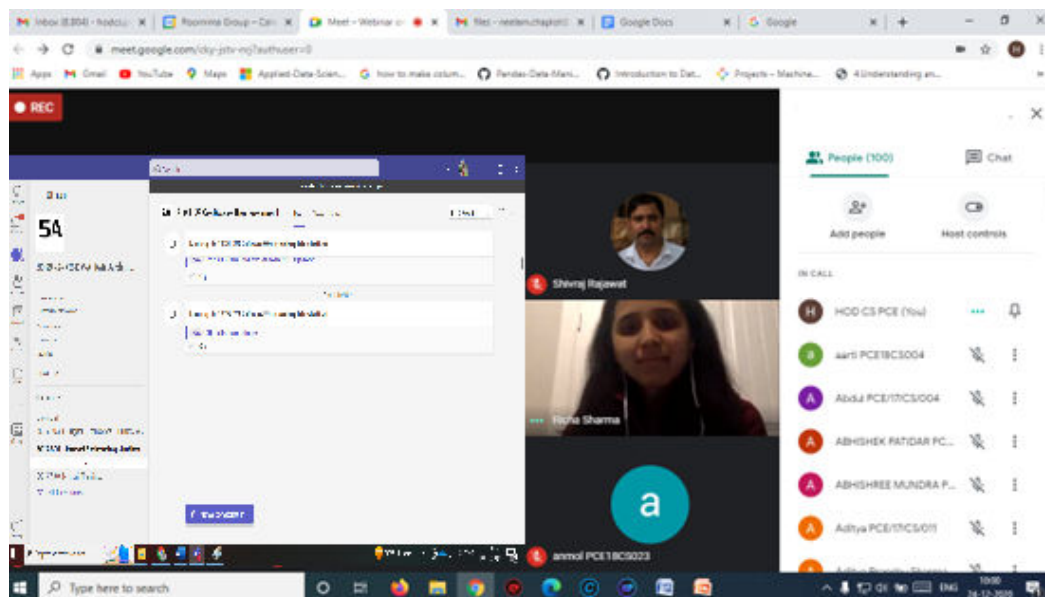
**Date:** 6th July, 2020

**Time:** 01:00 PM to 03:00 PM

### Q-Sheet

S. No	Activity	Duration	Time
1.	Welcome To <b>DR. SHALINI PURI</b> ,Assistant Professor, CSE,Poornima College Of Engineering,Jaipur	05 Min	01:00 PM -01:05 PM
2.	Session by <b>DR. SHALINI PURI</b> ,Assistant Professor, CSE,Poornima College Of Engineering,Jaipur	110 Min	01:05PM -02:55 PM
3.	Vote of Thanks by <b>DR. SURENDRA KUMAR YADAV</b> ,Professor,CSE Department, PCE,Jaipur	05 Min	02:55 PM -03:00 PM

## Glimpse of the program:



## LIST OF THE PARTICIPANTS:

Poornima College of Engineering, Jaipur			
Department of CSE			
Students Attendance			
Session On “Training on Microsoft Team”			
S.No	Reg. No	Name of Student	Year
1	PCE19CS001	AANCHAL ASNANI	II Year
2	PCE19CS002	AYUSH KUMAR SRIVASTAV	II Year
3	PCE19CS003	AAYUSH SHARMA	II Year
4	PCE19CS004	AAYUSHI NARUKA	II Year
5	PCE19CS005	ABHAY AGARWAL	II Year
6	PCE19CS006	ABHINAV SHARMA	II Year
7	PCE19CS007	ABHISHEK AGRAWAL	II Year
8	PCE19CS008	ABHISHEK SINGHAL	II Year
9	PCE19CS009	ABHISHEK PATIDAR	II Year
10	PCE19CS010	ABHISHEK SHARMA	II Year

11	PCE19CS011	ABHISHEK SHARMA	II Year
12	PCE19CS012	ADITI KATARA	II Year
13	PCE19CS014	AISH JOSHI	II Year
14	PCE19CS015	AKSHAT JAIN	II Year
15	PCE19CS016	ALFAIZ KHAN	II Year
16	PCE19CS017	AMAN PANDEY	II Year
17	PCE19CS018	AMRIT KUMAR	II Year
18	PCE19CS019	ANKUR CHAURASIA	II Year
19	PCE19CS020	ANKUSH YADAV	II Year
20	PCE19CS021	ANURAG KUMAR	II Year
21	PCE19CS022	ANUSHKA SHARMA	II Year
22	PCE19CS023	ANUSHKA SHARMA	II Year
23	PCE19CS024	APREKSHA MATHUR	II Year
24	PCE19CS038	BHUPESH	II Year
25	PCE19CS039	BHUPESH KUMAR MANUJA	II Year
26	PCE19CS040	CHANDAN SINGH TANWAR	II Year
27	PCE19CS041	CHETAN AGGARWAL	II Year
28	PCE19CS042	CHIRAYU KHANDELWAL	II Year
29	PCE19CS043	DAKSHITA SHARMA	II Year
30	PCE19CS044	DARSHAN BHATT	II Year
31	PCE19CS045	DEEPAK LAKHOTIA	II Year
32	PCE19CS046	DEEPAK TOTLA	II Year
33	PCE19CS047	DEV KALRA	II Year
34	PCE19CS048	DEVANSH SHARMA	II Year
35	PCE19CS049	DEVESH KUMAR SINGH	II Year
36	PCE19CS050	DHANANJAY SAINI	II Year
37	PCE19CS051	DHAWAL SUTHAR	II Year
38	PCE19CS052	DIKSHANT MATHUR	II Year
39	PCE19CS053	DISHA SARASWAT	II Year
40	PCE19CS054	ESHITA CHOUDHARY	II Year
41	PCE19CS055	GAGAN TYAGI	II Year
42	PCE19CS056	GAGAN YADAV	II Year
43	PCE19CS062	GAUTAM KUMAR	II Year
44	PCE19CS063	GAYATRI RUPCHANDANI	II Year

45	PCE19CS064	GORAV SINGH	II Year
46	PCE19CS065	HARDIK SINGH	II Year
47	PCE19CS066	HARSH SHARMA	II Year
48	PCE19CS067	HARSH UPADHYAY	II Year
49	PCE19CS070	HEMRAJ	II Year
50	PCE19CS071	HIMANSHU KARN	II Year
51	PCE19CS072	HIMANSHU PAREEK	II Year
52	PCE19CS073	HIMANSHU SINGH	II Year
53	PCE19CS074	HITESH SHARMA	II Year
54	PCE19CS075	ISHAN JAIN	II Year
55	PCE19CS076	JANVI KUNDNANI	II Year
56	PCE19CS077	JASWANT MEHTA	II Year
57	PCE19CS078	KHUSHBU PAREEK	II Year
58	PCE19CS087	LUV HIRANI	II Year
59	PCE19CS088	MAHAK JAIN HINGAR	II Year
60	PCE19CS089	MANISH KUMAR	II Year
61	PCE19CS090	MANISH MOTWANI	II Year
62	PCE19CS091	MANISH SHARMA	II Year
63	PCE19CS092	MANPRAKASH JAT	II Year
64	PCE19CS093	MINALI GUPTA	II Year
65	PCE19CS094	MOHAMMED FAIZAN	II Year
66	PCE19CS095	MOHAN KUMAR SINGH	II Year
67	PCE19CS108	NAMAN KHANDELWAL	II Year
68	PCE19CS109	NARENDRA SINGH	II Year
69	PCE19CS110	NEERAJ	II Year
70	PCE19CS111	NEHA SHARMA	II Year
71	PCE19CS112	NEHAL JAIN	II Year
72	PCE19CS113	NIHARIKA PALIWAL	II Year
73	PCE19CS114	NIKHIL SHARMA	II Year
74	PCE19CS115	NIRBHAY VISHWANATH	II Year
75	PCE19CS116	NITIN GUPTA	II Year
76	PCE19CS117	NITIN TAYAL	II Year
77	PCE19CS118	NITISH KUMAR GUPTA	II Year
78	PCE19CS119	NITISH YADAV	II Year

79	PCE19CS126	PRANAV KHANDELWAL	II Year
80	PCE19CS127	PRANJAL YADAV	II Year
81	PCE19CS128	PRASHANSHA SHARMA	II Year
82	PCE19CS129	PRERNA MUNDRA	II Year
83	PCE19CS130	PRIYANSH SHARMA	II Year
84	PCE19CS131	PRIYANSHU SAINI	II Year
85	PCE19CS132	PUNIT BALSORA	II Year
86	PCE19CS133	PURU NARESH SONI	II Year
87	PCE19CS134	RAGHAV AGRAWAL	II Year
88	PCE19CS135	RAGHAV MALHOTRA	II Year
89	PCE19CS136	RAJ GUPTA	II Year
90	PCE19CS137	RAJAT GUPTA	II Year
91	PCE19CS138	RICHA GARG	II Year
92	PCE19CS139	RIDHVI KULSHRESTHA	II Year
93	PCE19CS140	RISHI GOYAL	II Year
94	PCE19CS141	RIYA BHARGAVA	II Year
95	PCE19CS142	RIYA KUMARI	II Year
96	PCE19CS149	SAGAR SAINI	II Year
97	PCE19CS150	SAGAR TANEJA	II Year
98	PCE19CS151	SAHIL GUPTA	II Year

## **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 “Training on Microsoft Team”.

### **Feedback Analysis**

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

- a) Excellent by 63.67% of participants
- b) Good by 33.25% of participants
- c) 2.52% say needs improvement
- d) 0.57% have not responded

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

- a) Excellent by 67.78% of participants
- b) Good by 32.22% of participants

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

- a) Excellent by 64.59% of participants
- b) Good by 31.7% of participants
- c) 3.7% say need improvement

**Overall Workshop is rated as:**

- a) Excellent by 61.26% of participants
- b) Good by 38.74% of participants

**How could this workshop be improved?**

1. Send the problem you're trying to solve ahead of time.
2. Be clear about the outcomes you want to achieve the Performance and be clear about the outcomes you want to achieve.

Any other comments / suggestions

1. We would like to have more practical approach considered in future.
2. Basic Language and the fundamental concepts can be enhanced in effective manner.