



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: 15th February, 2022 & 2 hrs.

TYPE OF ACTIVITY: Extra-Curriculum Activity/ In House

ORGANIZED BY: Computer Engineering Department/In House Activity

LEARNING OUTCOMES:

CO1-How to communicate in two-way persistent chats with one or multiple participants.

CO2-How to contribute in a shared workspace where messages and digital content on a specific topic are shared.

MAPPING WITH PO AND PSO:

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

ASSESSMENT TOOLS:

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

DETAILS OF ACTIVITY:

The Department of Computer Engineering, Poornima College of Engineering, Jaipur, organized a Session on “Workshop on Microsoft Team uses” 15th February, 2022. 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. Throughout the COVID-19 pandemic, Teams, and other software such as Zoom and Google Meet, gained much interest as many meetings moved to a virtual environment. As of 2022, it has about 270 million monthly users.

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:

- Ms. RICHA MEHRA, Assistant Professor, CSE, Poornima College Of Engineering, Jaipur

SUMMARY:

- **Date:** 15th February, 2022.
- **Time:** 01:00 PM to 03:00 PM
- **Expert Person:** Ms. RICHA MEHRA, Assistant Professor, CSE, Poornima College Of Engineering, Jaipur
- **Venue:** CG-05
- **Targeted Audience:** II/III- Year Students
- **No. of Participant:** 123

Q-Sheet:

A SESSION ON “Workshop on Microsoft Team uses”

Date: 15th February, 2022

Time: 01:00 PM to 03:00 PM

Venue: CG-05

Q-Sheet

S. No	Activity	Duration	Time
1.	Welcome by Dr. KAMLESH GAUTAM ,Assistant Professor,CSE Depatment, PCE,Jaipur	05 Min	01:00 PM -01:05 PM
2.	Session by Ms. RICHA MEHRA,Assistant Professor, CSE,Poornima College Of Engineering,Jaipur	110 Min	01:05PM -02:55 PM
3.	Vote of Thanks by Dr. KAMLESH GAUTAM ,Assistant Professor,CSE Depatment, PCE,Jaipur	05 Min	02:55 PM -03:00 PM

GLIMPSES:



LIST OF THE PARTICIPANTS:

Poornima College of Engineering, Jaipur			
Department of CSE			
Students Attendance			
Session			
On			
“Training on Microsoft Team uses”			
S.No.	Reg. No.	Name Of Student	Class
1	PCE20CS001	AARADHAYA KHANDELWAL	II Year
2	PCE20CS002	AASHITA JAIN	II Year
3	PCE20CS003	ABHAY SINGH RATHORE	II Year
4	PCE20CS004	ABHILASHA CHAKRABERTY	II Year
5	PCE20CS005	ABHINAV ANAND	II Year
6	PCE20CS006	ABHISHREE MUNDRA	II Year
7	PCE20CS007	ADESH SHRIVASTAV	II Year
8	PCE20CS008	ADIT JAIN	II Year
9	PCE20CS009	ADITYA KUMAR	II Year
10	PCE20CS010	ADITYA MISHRA	II Year
11	PCE20CS011	ADITYA NAIR	II Year
12	PCE20CS012	AKSHAT GUPTA	II Year

13	PCE20CS013	AMAN CHOUBEY	II Year
14	PCE20CS014	AMAN GOYAL	II Year
15	PCE20CS015	AMAN KUMAR SINGH	II Year
16	PCE20CS016	AMAR SINGH	II Year
17	PCE20CS017	AMIT MISHRA	II Year
18	PCE20CS018	AMRIT AGARWAL	II Year
19	PCE20CS019	ANCHAL JAIN	II Year
20	PCE20CS020	ANJALI GARG	II Year
21	PCE20CS021	ANKIT KUMAR	II Year
22	PCE20CS022	ANSHUL SHARMA	II Year
23	PCE20CS023	ANSHUL SHARMA	II Year
24	PCE20CS024	ANSHUMAN SINGH	II Year
25	PCE20CS025	ANUBHAV ANAND	II Year
26	PCE20CS026	ANUPAM ANAND	II Year
27	PCE20CS027	ANURAG KUMAR	II Year
28	PCE20CS028	ANUSH JAIN	II Year
29	PCE20CS029	ANVI SAHU	II Year
30	PCE20CS030	ARPIT GUPTA	II Year
31	PCE20CS031	ARYAN NAMA	II Year
32	PCE20CS032	ARYAN RANA	II Year
33	PCE20CS033	ASHUTOSH UPADHYAY	II Year
34	PCE20CS034	ATHARAV PORWAL	II Year
35	PCE20CS035	AVINASH DUBEY	II Year
36	PCE20CS036	AYUSH BALUNI	II Year
37	PCE20CS037	AYUSH JAIN	II Year
38	PCE20CS038	AYUSH SINGHAL	II Year
39	PCE20CS039	AYUSHI GUPTA	II Year
40	PCE20CS040	BHARTI GUPTA	II Year
41	PCE20CS041	BHAVIT CHAUDHARY	II Year
42	PCE20CS042	BHAVYA AGARWAL	II Year
43	PCE20CS043	BHAVYA LOHAMI	II Year
44	PCE20CS044	CHAITANYA KHURANA	II Year
45	PCE20CS045	CHETAN SHARMA	II Year
46	PCE20CS046	DAKSH KARDAM	II Year
47	PCE20CS047	DEEPAK DAYMA	II Year
48	PCE20CS049	DEEPAK KUMAR TIWARI	II Year
49	PCE20CS050	DEV SONI	II Year
50	PCE20CS051	DEVENDRA SINGH RAO	II Year
51	PCE20CS052	DEVESH SHARMA	II Year
52	PCE20CS053	DHRUV GAUR	II Year
53	PCE20CS054	DIVYANSH AGARWAL	II Year
54	PCE20CS055	DIVYANSHI AGARWAL	II Year
55	PCE20CS056	DIVYANSHI CHOUDHARY	II Year

56	PCE20CS057	DIVYANSHU TAILOR	II Year
57	PCE20CS058	ESHA KAPOOR	II Year
58	PCE20CS059	FARDEEN ALAM	II Year
59	PCE20CS060	FARHAN KHAN	II Year
60	PCE20CS061	GAGAN SHARMA	II Year
61	PCE20CS063	GAURAV AGRAWAL	II Year
62	PCE20CS064	GAURAV PARIHAR	II Year
63	PCE20CS065	GAUTAM SHARMA	II Year
64	PCE20CS067	GUNANK BANSAL	II Year
65	PCE20CS068	HARSH AGRAWAL	II Year
66	PCE20CS069	HARSH JAIN	II Year
67	PCE20CS070	HARSH RATHORE	II Year
68	PCE20CS071	HARSH VARDHAN CHATURVEDI	II Year
69	PCE20CS072	HARSHIT AGNIHOTRI	II Year
70	PCE20CS073	HARSHIT CHUGH	II Year
71	PCE20CS074	HARSHIT GUPTA	II Year
72	PCE20CS075	HARSHIT KHANDELWAL	II Year
73	PCE20CS076	HARSHUL NAMDEV	II Year
74	PCE20CS077	HIMANSHU SHARMA	II Year
75	PCE20CS078	HIMANSHU THORY	II Year
76	PCE20CS079	HITESH KUMAR	II Year
77	PCE20CS080	HITESH KUMAR KALWANI	II Year
78	PCE20CS081	JAIVARDHAN BHARDWAJ	II Year
79	PCE20CS082	JASMINE CHHILLAR	II Year
80	PCE20CS083	JATIN SINSINWAR	II Year
81	PCE19CS001	AANCHAL ASNANI	II Year
82	PCE19CS002	AYUSH KUMAR SRIVASTAV	II Year
83	PCE19CS003	AAYUSH SHARMA	II Year
84	PCE19CS004	AAYUSHI NARUKA	III Year
85	PCE19CS005	ABHAY AGARWAL	III Year
86	PCE19CS006	ABHINAV SHARMA	III Year
87	PCE19CS007	ABHISHEK AGRAWAL	III Year
88	PCE19CS008	ABHISHEK SINGHAL	III Year
89	PCE19CS009	ABHISHEK PATIDAR	III Year
90	PCE19CS010	ABHISHEK SHARMA	III Year
91	PCE19CS011	ABHISHEK SHARMA	III Year
92	PCE19CS012	ADITI KATARA	III Year
93	PCE19CS014	AISH JOSHI	III Year
94	PCE19CS015	AKSHAT JAIN	III Year
95	PCE19CS016	ALFAIZ KHAN	III Year
96	PCE19CS017	AMAN PANDEY	III Year
97	PCE19CS018	AMRIT KUMAR	III Year
98	PCE19CS019	ANKUR CHAURASIA	III Year

99	PCE19CS020	ANKUSH YADAV	III Year
100	PCE19CS021	ANURAG KUMAR	III Year
101	PCE19CS022	ANUSHKA SHARMA	III Year
102	PCE19CS023	ANUSHKA SHARMA	III Year
103	PCE19CS024	APREKSHA MATHUR	III Year
104	PCE19CS025	ARIHANT KOTHARI	III Year
105	PCE19CS026	ARJUN JAIN	III Year
106	PCE19CS027	ARJUNKUMAR CHOUDHARY	III Year
107	PCE19CS028	ARNAB ROY	III Year
108	PCE19CS029	ARNAV KULSHRESTHA	III Year
109	PCE19CS030	ARNAV SHARMA	III Year
110	PCE19CS031	ARYAN	III Year
111	PCE19CS032	ASHUTOSH SAXENA	III Year
112	PCE19CS033	AYRISH JAIN	III Year
113	PCE19CS034	AYUSH SAXENA	III Year
114	PCE19CS035	AYUSH SHARMA	III Year
115	PCE19CS036	BHAVESH CHITTORA	III Year
116	PCE19CS037	BHAWNA GUPTA	III Year
117	PCE19CS038	BHUPESH	III Year
118	PCE19CS039	BHUPESH KUMAR MANUJA	III Year
119	PCE19CS040	CHANDAN SINGH TANWAR	III Year
120	PCE19CS041	CHETAN AGGARWAL	III Year
121	PCE19CS042	CHIRAYU KHANDELWAL	III Year
122	PCE19CS043	DAKSHITA SHARMA	III Year
123	PCE19CS044	DARSHAN BHATT	III 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 uses**”.

FEEDBACK ANALYSIS:

Content of the workshop is rated as:

- Excellent by 96.67% of participants
- Good by 0.25% of participants
- 0.62% say needs improvement
- 2.47% not responded

.. Presentation of the workshop is rated as:

- a) Excellent by 87.58% of participants
- b) Good by 12.72% 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 59.26% of participants
- b) Good by 40.74% 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.