

RAPPORT HEBDOMADAIRE

DATE : DU 10/03/2025 AU 10/03/2025

DE : DOMITILA NDEKE

A-) OBJECTIFS DE LA SEMAINE

1. Connect to skype daily with CEO.
2. Access all tools and confirm
3. Meeting with CEO scheduled for Monday 3 at 1pm EAT
4. Discuss contract with CEO
5. Learn more on Akasi learning
6. Interviews with executive assistant

B-) TRAVAUX RÉALISÉS

Connect to skype daily with CEO.

- Connected to both CEO and some of the staff

Access all tools and confirm

- Accessed box and conview
- Accessed intranet
- Accessed my email
- Accessed my email

Meeting with CEO scheduled for Monday 3 at 1pm EAT

- Meeting rescheduled to Thursday 6pm EAT

Discuss contract with CEO

- Yet to receive the contract

Learn more on Akasi learning

- Managed to go through the website and made a proposal for the EA market

Interviews with executive assistant

- To be conducted once CV's are given

C-) PROBLÈMES À SIGNALER ET COMMENTAIRES GÉNÉRAUX

- Had an issue the intranet. Being resolved

D-) FOCUS DE LA SEMAINE SUIVANTE

1. Conduct interviews once CV's are given
2. Continue to master key products
3. Start making contacts with companies in EA