

Tool Tracker – Commerce Contributes (Students Empowering Startups)

Initiation and Planning Phase

1. Microsoft Excel

Use: For maintaining fundraising records, budgeting, and expense tracking.

Status: Active

Remarks: Used for analyzing financial progress and maintaining transparency.

2. MS Word

Use: For preparing the project charter, proposals, and reports.

Status: Active

Remarks: Helps in formatting and documenting all written materials.

3. Google Drive

Use: For storing and sharing project-related files and team documents online.

Status: Active

Remarks: Keeps backup copies and allows easy file access for all members.

4. Trello

Use: For assigning and tracking project tasks among team members.

Status: Active

Remarks: Helps in managing workflow and tracking progress efficiently.

5. Canva

Use: For designing posters, flyers, and fundraising campaign materials.

Status: Active

Remarks: Used to create visually appealing promotional content.

6. WhatsApp Group

Use: For quick communication and daily coordination among the project team.
Status: Active
Remarks: Ensures smooth updates and collaboration between members.

7. Google Forms

Use: For collecting feedback, sponsorship responses, and student registrations.
Status: Active
Remarks: Simplifies data collection for surveys and fundraising drives.

9. Zoom / Google Meet

Use: For conducting virtual meetings with mentors and sponsors.
Status: Active
Remarks: Used during planning discussions and sponsor coordination.

10. Notion / MS OneNote

Use: For maintaining project notes, schedules, and documentation.
Status: In Progress
Remarks: Used for organizing ideas and meeting minutes in one place.