

DAILY STAFF TIMESHEET:**Staff name:** Joseph Nyello Maiko**Supervisor:** Devota S. Mkwawa (PICTO)**Date:** 09th February 2024

Time	Task	Outcome
07:30 - 08:00	Attending the EXD meeting with the ICT team.	The meeting ended well.
08:00 - 09:30	Updating the SEIFEE PHARMACEUTICALS LIMITED company TIN.	The Company TIN was updated successfully.
09:30 - 10:00	Supporting the Management meeting at the Boardroom.	The meeting ended well.
10:00 - 11:30	Supporting the MAY FAIR RESIDENCE LIMITED with expansion project application on TIW.	The project application was completed successfully.
11:30 - 12:00	Troubleshoot receptionist printer connectivity problems	The printer is now working fine.
12:00 - 13:00	Updating MILGO LOGISTICS LIMITED company login email.	The company login was updated successfully.
13:00 - 14:00	LUNCH	
14:00 - 15:00	Installation and configuration of VPN on Mr Charles's laptop.	Activity is ongoing.
15:00 - 16:00	Preparing a document of the TeIW task performed at Bagamoyo.	The document was submitted to the ICTM.
16:00 - 17:00	Performing a database backup to the 192.168.2.40 (ATTACHMENT-SERVER) server systems.	The database backup failed due to the insufficiency of server storage space.

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