

**DAILY STAFF TIMESHEET:****Staff name:** Joseph Nyello Maiko**Supervisor:** Devota S. Mkwawa (PICTO)**Date:** 24<sup>th</sup> May 2024

<b>Time</b>	<b>Task</b>	<b>Outcome</b>
<b>07:30 - 08:00</b>	Setup the online management meeting in the Board room	The meeting setup was completed successfully
<b>08:00 - 08:30</b>	Troubleshooting the power supply problem on the receptionist's desktop.	The problem was resolved successfully.
<b>08:30 - 09:30</b>	Supporting the NEGOTIATION MEETING FOR BASANZA, LUGUFU AND MKULAZI FARMS at the board room.	The meeting setup was completed successfully.
<b>09:30 - 10:30</b>	Troubleshooting the scanner connectivity problems to the registry office.	The problem was resolved successfully.
<b>10:30 - 11:00</b>	Restarting the facilitation and promotion of Wi-Fi accessing points.	The Wi-Fi was restarted successfully
<b>11:00 - 12:00</b>	Reviewing, testing and updating source code to the evaluation system (TIW) with Mr Shija (Developer)	Activity is ongoing.
<b>12:00 - 13:00</b>	Preparing a report for the updates that have been made to the GEPG system, Evaluation system and Onestopshop evaluation system.	Activity is ongoing.
<b>13:00 - 14:00</b>	<b>LUNCH</b>	
<b>14:00 - 14:30</b>	Assisting the CMG PYRAMID INDUSTRIAL LIMITED with work permit 10% application.	The control number was generated successfully
<b>14:30 - 15:30</b>	Reviewing, testing and updating source code to the evaluation system (TIW) with Mr Shija (Developer)	Activity is ongoing.
<b>15:30 - 16:30</b>	Preparing a report for the updates that have been made to the GEPG system, Evaluation system and Onestopshop evaluation system.	The report was submitted to the ICTM
<b>16:30 - 17:00</b>	Performing a database backup to the 192.168.2.40 (ATTACHMENT-SERVER) server systems.	The database was backed up successfully.

**Signature:**