

**DAILY STAFF TIMESHEET:****Staff name:** Joseph Nyello Maiko**Supervisor:** Devota S. Mkwawa (PICTO)**Date:** 27<sup>th</sup> May 2024

<b>Time</b>	<b>Task</b>	<b>Outcome</b>
<b>07:30 - 08:30</b>	Assisting the KEDS TANZANIA COMPANY LIMITED with the problems on amendment project application.	The activity is ongoing.
<b>08:30 - 09:00</b>	Troubleshooting the scanner connectivity problems to Miss Joyce's desktop.	The problem was resolved successfully.
<b>09:00 - 10:00</b>	Assisting the TANWAY INTERNATIONAL COMP with access to the company account.	The user was successfully accessing the account.
<b>10:00 - 10:30</b>	Supporting the online meeting with the title "KIKAO CHA MAANDALIZI YA ZIARA YA UWEKEZAJI NA BIASHARA NCHINI NAMIBIA-MEI 30&31,2024" at the Boardroom.	The meeting was completed successfully.
<b>10:30 - 11:30</b>	Assisting the EAST AFRICA BORNWOOD COMPANY LIMITED with changing the login email.	The login email was updated successfully.
<b>11:30 - 13:00</b>	Assisting the NEVADA GOLDEN COINS LIMITED with the application of the project amendment on a one-stop-shop system.	The application was completed successfully.
<b>13:00 - 14:00</b>	<b>LUNCH</b>	
<b>14:00 - 14:30</b>	Troubleshooting the network connectivity problems to Mr Abduli's laptop.	The problem was resolved successfully.
<b>14:30 - 15:30</b>	Updating the ELSEWEDY DEVELOPMENT TANZANIA LIMITED login email and assisting the agent with the application of project amendment at the one-stop shop system.	The login email was updated successfully.
<b>15:30 - 16:00</b>	Management meeting set up at the Boardroom.	The meeting setup was completed successfully.
<b>16:00 - 16:30</b>	Assisting the ELSEWEDY DEVELOPMENT TANZANIA LIMITED's agent with the application of project amendment at the one-stop shop system	The project amendment application was completed successfully.
<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:**