

DAILY STAFF TIMESHEET:**Staff name:** Joseph Nyello Maiko**Supervisor:** Devota S. Mkwawa (PICTO)**Date:** 23rd May 2024

Time	Task	Outcome
07:30 - 08:00	Setup the online meeting at the Board room	The meeting setup was completed successfully
08:00 - 09:30	Attending the all staff meeting with EXD at the Board room.	The meeting was ended successfully.
09:30 - 10:00	Assisting Mr Gasper Tembo's with reservation of meeting on e-Mikutano.	The meeting was created successfully.
10:00 - 10:30	Creating Zoom link of NEGOTIATION MEETING FOR BASANZA, LUGUFU AND MKULAZI FARMS meeting.	The link was created and shared with the participants.
10:30 - 11:30	Updating the AMEC AFRICA HOLDING LIMITED login email.	The company login email was updated successfully.
11:30 - 12:00	Troubleshooting the eoffice login problem on Madam Laura's laptop.	The user was successfully logged to the eoffice.
12:00 - 12:30	Assisting the TRIWIN AGRICULTURE with the application of a work permit.	The control number was generated
12:30 - 13:00	Reviewing, testing and updating source code to the evaluation system (TIW) with Mr Shija (Developer)	Activity is ongoing.
13:00 - 14:00	LUNCH	
14:00 - 15:30	Assisting the MANTRA TANZANIA LIMITED with reapplication of a project	The project was returned successfully.
15:30 - 16:00	Assisting the ZENITHSYS SPACE CO LIMITED with application of residence permit and work permit facilitation.	The application was completed
16:00 - 17:00	Reviewing, testing and updating source code to the evaluation system (TIW) with Mr Shija (Developer)	Activity is ongoing.
17:00 - 17:30	Performing a database backup to the 192.168.2.40 (ATTACHMENT-SERVER) server systems.	The database was backed up successfully.

Signature: