

**DAILY STAFF TIMESHEET:****Staff name:** Joseph Nyello Maiko**Supervisor:** Devota S. Mkwawa (PICTO)**Date:** 30<sup>th</sup> May 2024

<b>Time</b>	<b>Task</b>	<b>Outcome</b>
<b>07:30 - 08:00</b>	Connecting printer to the accounts officer's desktops.	The printer was connected to the
<b>08:00 - 09:00</b>	Updating software drivers to Madam Rukia's desktop.	The computer was updated successfully.
<b>09:00 - 09:30</b>	Troubleshooting the internet connectivity problems to Mr Felix's laptop.	The internet problem was resolved successfully.
<b>09:30 - 11:00</b>	Analysing the evaluation problems of the following company projects. 1. EUROPE INC INDUSTRIES LIMITED with company TIN 122403122 2. BNBM BUILDING MATERIALS INDUSTRY TANZANIA LIMITED 136139479	The activity is ongoing.
<b>11:00 - 12:00</b>	Assisting ICTM with responding to the audit query on ICT internal systems.	The responses were submitted to the ICTM.
<b>12:00 - 13:00</b>	Updating the report for the recent updates that have been made to the GePG system, Evaluation system and Onestop shop system.	The report was resubmitted to the ICTM.
<b>13:00 - 14:00</b>	<b>LUNCH</b>	
<b>14:00 - 16:00</b>	Attending the ICT team meeting with the following agendas.  1. Work Ethics 2. Seniority and Chain of Command 3. ICT Section Activities Pending Issues. 4. Audit Issues 5. EXD Directives 6. Board of Directors Directives 7. AoB	The meeting minutes were captured.
<b>16:00 - 17:00</b>	Performing a database backup to the 192.168.2.40 (ATTACHMENT-SERVER) server systems.	The database was backed up successfully.

**Signature:**