

Daily Staff Timesheet

Staff name: Annuary Issah Lyimo.

Supervisor: Shani Mayosa

Date: 28th July 2023

Time	Task	Outcome
07.30 am	Checking the Health of the Servers, Systems and confirming all backups.	All systems are up and backups are taken.
08.30 am	Checking email and responding e-Office	Email and e-Office responded.
09.00 am	TelW Development Team Meeting	Review of duties and pending implementations
12.00 pm	TIW System Support	IFO and Investors supported
14.30 am	Consultation with Business Analyst from eGA, How to enrich the current evaluation system on TelW	Facilitation Business process to be reviewed.
17.00 pm	TelW System Piloting and Perfection of the System	Testing of business flow at each modules
19.00 pm	Database backup	Backup completed

Signature:.....

**Annuary Lyimo
ICTO-I**