

Daily Staff Timesheet

Staff name: Annuary Issah Lyimo.

Supervisor: Devota Mkwawa

Date: 21st 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.
08.00 am	TelW System Piloting and rectifications of errors and bugs	Testing of System and Verify Missing Data for named Projects, reporting bugs and errors to Development Team
10.00 am	TIW System Support	Changing Financing and Project details for Certificate printed with wrong details
12:30 pm	Meeting with the Minister and Permanent Secretary of Investment and Planning	Meeting attended
14.00 pm	TelW System Piloting and rectifications of errors and bugs	Testing of System and Verify Missing Data for named Projects, reporting bugs and errors to Development Team
17.00 pm	Database backup	Backup completed

Signature:.....

**Annuary Lyimo
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