

Daily Staff Timesheet

Staff name: Annuary Issah Lyimo.

Supervisor: Devota Mkwawa

Date: 25th 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	TIW System Support	IFO and Investors supported
10:30 pm	Electronic Land Rent Collection Internal Meeting and Discussion on how to integrate to facilitate 10% of each Land owned by TIC.	Meeting conducted, report prepared and shared with ExD.
13.00 pm	TeIW System Piloting and Perfection of the System	Continue testing exemptions modules and reports bugs and errors to developers
19.00 pm	Database backup	Backup completed

Signature:.....

**Annuary Lyimo
ICTO-I**