

Daily Staff Timesheet

Staff name: Annuary Issah Lyimo.

Supervisor: Shani Mayosa

Date: 01st August 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
10.00 am	A meeting between TIC, NMB and ICT members from the Ministry of Land about the Development of an electronic Land Rent System and its road map	Meeting report and minutes prepared
14.00 pm	TeIW System Piloting and Perfection of the System	Testing and perfection of business flow at each module
19.00 pm	Database backup	Backup completed

Signature:.....

**Annuary Lyimo
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