

Daily Staff Timesheet

Staff name: Athumani Mkyandika

Supervisor: Venance Mashiba

Date: 14th February 2024

Time	Task	Outcome
07.30am	To review mail, e-office and LinkedIn	Done
08.00am		
08.30am	Prepare matrix of the Meeting regarding to Joint Partnership Cooperation (JPC) between Tanzania and Iran	Prepared for participation
09.00am		
09.30am		
10.00am		
10.30am		
11.00am	To participate a meeting of Joint Partnership Cooperation (JPC) between Tanzania and Iran held at Ministry of Foreign Affairs Dodoma	Done and participated
11.30am		
12.00pm		
12.30pm		
13.00pm	BREAK	
14.00pm		
14.30pm	To participate a meeting with CALTECH Company from the United States aiming to invest in Tanzania in different sectors under partnership model with Government projects.	Done for follow-up
15.00pm		
15.30pm		
16.00pm		
16:30pm	To make aftercare phone call for investors located Central Zone projects.	Done for the feedback
17:00pm		

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A handwritten signature in blue ink, appearing to read "AKud", is centered on a light blue grid background. The signature is written in a cursive style with a large initial 'A'.

Signature: