

## Daily Staff Timesheet

Staff name: Athumani M Kayandika

Supervisor: Venance Mashiba

Date: 22<sup>th</sup> February 2024

Time	Task	Outcome
07.30am	To review mail, e-office and LinkedIn	Done
08.00am		
08.30am	To make aftercare phone calls for investors located Central Zone projects.	Done
09.00am		
09.30am		
10.00am	To attend short seminar contacted by TIC CZ with Utumishi staffs regarding Investment opportunities and procedures for investment in Tanzania	Done
10.30am		
11.00am		
12.00pm		
12.30pm		
13.00pm	BREAK	
14.00pm		
14.30pm	To conduct aftercare phone call for CZ projects	Done
15.00pm		
15.30pm		
16.00pm	To participate 6th preparatory Zoom meeting on Investment and Tax Forum to be held in Dar Es Salaam in 27 Feb 2024.	
16:30pm		
17:00pm		

**Daily Staff Timesheet**

A handwritten signature in blue ink, appearing to read 'ASud', is centered within a light gray rectangular box.

**Signature:** .....