# **Daily Staff Report Review – Approach**

## **Objective**

The goal of this assignment is to detect missed tasks in daily staff reports, generate follow-ups for single misses, and escalate when the same task is missed on consecutive days.

## **Steps Taken**

1. Loaded the provided Excel file (Candidate\_Task\_DailyReports.xlsx) using pandas.
2. Converted the **Date** column to datetime format and sorted the data by Employee, Task, and Date.
3. Filtered only the rows where **Status = 'Not Done'**.
4. Grouped the data by **Employee** and **Task**.
5. For each group, checked the sequence of missed dates:  
   * If a task was missed on **one date → marked as 'Follow-up'**.
   * If a task was missed on **two or more consecutive dates → marked as 'Escalate'**.
6. Compiled the results into a new output table with columns: Employee, Task, Date(s) Missed, and Action.
7. Saved the final output into an Excel file (Output\_DailyReportReview.xlsx).

## **Conclusion**

This automation workflow successfully reviews daily staff reports, detects missed tasks, and generates appropriate follow-up or escalation actions. The logic can be easily extended for larger datasets or integrated into regular reporting pipelines.