



Daily Task Report Template

Team Performance & Progress Tracking

Date:

09/02/2025



Team Member:

Kevin Korir



What I Accomplished Yesterday *List completed tasks, user stories, or deliverables*

Task/Story ID	Description	Status	Story Points	Notes
JIRA-123	Hubspot intergation to ElevenLabs	<input checked="" type="checkbox"/> Done ▾	0	Worked with Nadine to :



What I'm Working on Today *Current focus and planned activities*

Task/Story ID	Description	Priority	Estimated Effort	Expected Completion
JIRA-125	Hubspot intergation to ElevenLabs	● High ▼	8 hours	Today



Blockers & Impediments *Issues preventing progress - requires immediate attention*

Blocker Type	Description	Impact Level	Required Action	Assigned To	ETA Resolution
Resol ▼	ElevenLabs account is on free	● Hi ▼	Increase in credit for fu	Oppx	mm/dd/yyyy



Opportunities Identified *Process improvements, efficiency gains, or innovation ideas*

Opportunity Description	Type	Potential Impact	Effort Required	Proposed Timeline
Intelligent routing with sentiment: Throi	Tech ▼	● High ▼	Hours/Days	When to implem



Dependencies & Collaboration *Work requiring coordination with other team members or teams*

Dependency Description	Team/Person	Type	Status	Next Action
<input type="text" value="Description"/>	<input type="text" value="Name/Team"/>	<input type="text" value="Incoming"/> ▼	<input type="text" value="⌚ Pending"/> ▼	<input type="text" value="What needs to happen i"/>

Retrospective Notes

Daily observations for sprint retrospective

🌟 What Went Well

Hubspot setup was successful, I was able to set up a private app and defined scopes applicable for api calls.
On Elevenlabs i was able to set



🔧 What Could Be Improved

The agents ability to recognize intent
The agent tools to handle a variety of scenarios or situations



📖 Lessons Learned

Json structure used by elvenlabs when configuring tools.

