



NAME:		TEAM:	
POSITION:		DEPARTMENT:	
REPORT DATE FROM:		TO DATE:	

MONTHLY CHECKLIST

- | TASKS COMPLETED<br>(Tasks completed during this month) |  |
|--|--|
|--|--|

TASKS IN PROGRESS (Could add more columns if needed)			
N	Tasks Description	Achievement %	Remarks
1			
2			
3			
4			
5			
6			
7			
8			
9			



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# MONTHLY REPORT

NEW ASSIGNED PROJECT/TASK  
(The project or tasks that not yet started)

## RESOURCES LIST

Please list down any Items, Equipment or Resources you might needed to perform your task more efficiency