



VP.START TECHNOLOGY CO., LTD.

## MONTHLY REPORT

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

### MONTHLY CHECKLIST

1. Previous project/Tasks update since the last report? ☐ Yes ☐ No
2. Are there any issues you would like to bring to management's attention? ☐ Yes ☐ No
3. Does your team have the resources it needs to complete the project? ☐ Yes ☐ No

### TASKS COMPLETED

(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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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