

Weekly Task Report (24/08/2025 - 31/08/2025)

This report provides a detailed breakdown of the task management data for each team member over the past week, formatted for clarity and better insight.

Important Note: As a strict policy, any team member with less than 28 hours worked during the week is considered to lack enthusiasm and commitment to the company and its tasks.

Darshan Dalwadi

Darshan has a balanced workload with some tasks in progress and a few not yet started. The total hours worked indicate a moderate level of engagement during the week.

Areas for Improvement:

- The total hours worked are below the 25-hour threshold, which reflects a lack of enthusiasm. It is critical to increase time commitment to tasks and **work at least 3-4 hours per day**.
- Focus on converting the "Tasks Not Started" into "Tasks in Progress" to ensure all assigned work is addressed promptly.
- You have been instructed multiple times to properly fill out the task management sheet. This is a recurring issue and needs to be addressed immediately.
- When team members call you for a follow-up, you must provide a proper and comprehensive answer.
- **You must create a detailed day planner to help structure your work and ensure consistent effort.**

Krushnaraj Nakum

Krushnaraj has shown strong progress with a high number of completed tasks and only one task remaining in progress. The hours worked are well-aligned with the number of tasks completed.

Areas for Improvement:

- While productive, the total hours worked are below the 25-hour threshold. This indicates a lack of enthusiasm and must be improved upon in the coming week.
- Your work pace is too slow, and efficiency must be a key focus going forward.
- You have been instructed multiple times to properly fill out the task management sheet. This is a recurring issue that needs to be addressed immediately.

- You must be more responsive to calls, as it has been noted that you do not receive calls when there is work-related follow-up required.
- **You must create a detailed day planner to help structure your work and ensure consistent effort.**

Saurav Patel

Saurav has been highly productive, completing a significant number of tasks. While there are a few tasks not yet started or completed, the high completion rate is a major highlight.

Areas for Improvement:

- While the hours are excellent, focus on minimizing the number of "Tasks Not Started" and "Tasks Not Complete." This shows a commitment to seeing all assigned work through to the end.
- It is critical to continuously improve skills and learn new things to enhance overall performance and efficiency.
- **You must learn things step-by-step rather than trying to take on everything at once.**
- **You also need to create a detailed day planner to better organize your tasks and priorities.**

Meet Trivedi

Meet's total hours worked and number of completed tasks are exceptionally high, indicating a very busy and productive week. There are also a considerable number of tasks still in progress, suggesting a large and ongoing workload.

Areas for Improvement:

- While highly productive, the high number of "Tasks in Progress" could indicate a need for better task management and prioritization. Focus on completing in-progress tasks before taking on new ones to maintain momentum.

A Message on Teamwork and Responsibility

This section addresses the importance of collective effort and commitment.

1. **Professionalism Over Personal Relationships:** In a company, we are not here to be friends; we are here to be working partners. The focus must be on professionalism and demonstrating amazing skills to drive the business forward, not on personal friendships.
2. **A Company is Not a Solo Mission:** The success of any company is built on the combined efforts of the entire team, not just one or two individuals. When some team members fall behind, it places an unfair burden on others, slowing down overall progress.
3. **Take Your Work Seriously:** Your commitment is directly reflected in your output. You must be serious about the work and the expectations that come with being part of this team.
4. **Learn from High Achievers:** Consider the work ethic of individuals like Elon Musk, who sets an example by working a high number of hours a week. This level of dedication is what drives significant progress.
5. **Avoid Dependence on an Individual:** It is a clear sign of poor team dynamics when the company's progress becomes dependent on the extraordinary efforts of a single person. Every member's contribution is essential.
6. **Step Up and Take Responsibility:** The team's collective success is your responsibility. This is not a time for excuses but for action, accountability, and proactive engagement.
7. **Maintain Professional Communication:** You must respond to your teammates when they need to follow up on work. Communication is the foundation of effective teamwork.

A Personal Message to the Team

This is a strict warning to every team member. I want to be clear about my expectations and my dream for this company.

1. My dream is to make this the best IT company in India, but if you have other dreams, please go and pursue them.
2. Remember that dreams require sacrifice. To achieve our goals, we need to be willing to give something up. If you don't have the courage to step up, then this company is not the place for you.
3. This is a strict warning because I believe our work is not at the level it should be. We have discussed this multiple times in meetings, on personal calls, and face-to-face, but nothing has changed.
4. Since my soft words have not been enough, I will be harsh now. Take this seriously, not lightly. I am very serious this time.

5. If you have an issue with me or with your work, please tell me. If you have other dreams, please tell me. But do not work like "shit."
6. This company is like a newborn baby. We need to take care of it by putting in hard work, perseverance, patience, and effective communication.

by Meet Trivedi