**Activity Work Plan – Week 2, Feb 2022**

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Start Date | Due Date | Status |
| Take Sophorn’s laptop to change battery | 07-Feb-22 | 08-Feb-22 | done |
| Buy accessories for IT inventory | 07-Feb-22 | 11-Feb-22 | This postpone because need to clear advance with Sophorns’ battery |
| Website progress with Siven – Payment receipt, Template and Signing on documents | 01-Dec-21 | 28-Feb-22 | In Progress |
| Share my IT asset masterlist to Linas’ | 07-Feb-22 | 11-Feb-22 | done |
| Setup Printer driver for PD | 07-Feb-22 | 11-Feb-22 | done |
| Setup new MS office365 for Linas’ | 07-Feb-22 | 11-Feb-22 | done |
| Setup new MS office365 for Sinas’ | 07-Feb-22 | 11-Feb-22 | Postpone to next week because she is going to field |
| Review the weekly | 11-Feb-22 | 11-Feb-22 | done |