



CEBU INSTITUTE OF TECHNOLOGY
UNIVERSITY

IT342-<Section> SYSTEMS INTEGRATION AND ARCHITECTURE 1

INDIVIDUAL TASK REPORT

Project Title: [Insert Project Name]

Prepared By: [Your Name / System Name / Role]

Date of Submission: [MM/DD/YYYY]

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1. Work Completed

Task ID	Task Name	Progress	Screenshot

2. Work In-progress

Task ID	Task Name	Progress	Screenshot

3. Work To-Do

Task ID	Task Name	Progress	Screenshot

4. Action Items

[Enter details here]

5. Approval Sign-off

	Full Name	Signature	Date
Prepared By:	<Your Name>		
Approved By:	Mr. Frederick Revilla		