



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]

Table of Contents

1. Work Completed
2. Work in Progress
3. Work To Do
4. Action Items
5. Approval Sign-off

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 Revilleza		