

# TASK COMPLETION REPORT

**Report By:** Michael Williams - Manager  
**Office:** Finance Department  
**Report Generated By:** John Doe - Admin  
**Report Period:** 3/18/2025 to 3/20/2025  
**Generated On:** 4/2/2025

ID	TITLE	ASSIGNED TO	CREATED BY	DESCRIPTION	DURATION	STATUS
36	Financial Analysis	Michael Williams	Michael Williams	this is a financial analysis topic	3/18/2025 - 3/20/2025	IN PROGRESS