

Horizon Solutions

Daily Report Sheet

Horizon Solutions – Daily Operations



Kuldeep Kumar Sharma
20/07/2025

Daily Report Sheet

Horizon Solutions

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Report Date: 20 July 2025

Time Prepared: 6.18 PM

Department: Project Management Office

Prepared By: Kuldeep

Supervisor: Shiva Sharma

Tasks Completed:

Table 1 Task Completed

Task No.	Description	Time Spent (Hours)	Status
1	Update Client Database	2.5	Completed
2	Prepare Sales Report	1.5	In Progress
3	Conduct Team Meeting	1.0	Completed
4	Review Inventory Levels	2.0	Completed
5	Respond to Client Emails	1.5	Completed
6	Schedule Vendor Call	0.5	Scheduled
Total Hours:		9.0	

Issues Encountered:

- Client database software crashed at 2:00 PM; IT team notified.
- Delay in receiving inventory data from warehouse.
- Limited availability of team members for meeting scheduling.

Follow-up Actions:

Table 2 Follow-Up Actions

Actions	Assigned To	Due Date
Coordinate with IT for software fix	Aarav Sharma	19 July 2025
Follow up on inventory data	Narender Kumar	20 July 2025
Reschedule team meeting	Kuldeep Kumar Sharma	20 July 2025
Draft client response template	Meena Gupta	21 July 2025

Supervisor note:

All tasks are on track; prioritize IT coordination for software issue resolution. Review progress in tomorrow's briefing.

Supervisor Signature: _____

Date: _____