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| **Horizon Solutions** |
| **Daily Report Sheet** |
| **Horizon Solutions – Daily Operations** |

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| **Kuldeep Kumar Sharma**  **20/07/2025** |

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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 1Task 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**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_