Voxforem Technologies Pvt Ltd

END OF DAILY REPORT

Date of Report		**Clock in**	
Full Name		**Clock out**	
Department		**Break hours**	
Designation		**Total working hours of the day**	

1. **Names of Projects currently Handling** *

Sl no	Name of Project	Assigned date
1		
2		
3		
4		

2. **Task and Description with URL** *

Before Noon

Task 1	*Name of task*	*URL*	*Status*

1	*Points on work done*	**5**	*Points on work done*
2	*Points on work done*	**6**	*Points on work done*
3	*Points on work done*	**7**	*Points on work done*
4	*Points on work done*	**8**	*Points on work done*

Task 2	*Name of task*	*URL*	*Status*

1	*Points on work done*	**5**	*Points on work done*
2	*Points on work done*	**6**	*Points on work done*
3	*Points on work done*	**7**	*Points on work done*
4	*Points on work done*	**8**	*Points on work done*

Task 3	Name of task	URL	Status

1	Points on work done	5	Points on work done
2	Points on work done	6	Points on work done
3	Points on work done	7	Points on work done
4	Points on work done	8	Points on work done

Task 4	Name of task	URL	Status

1	Points on work done	5	Points on work done
2	Points on work done	6	Points on work done
3	Points on work done	7	Points on work done
4	Points on work done	8	Points on work done

After Noon

Task 5	Name of task	URL	Status

1	Points on work done	5	Points on work done
2	Points on work done	6	Points on work done
3	Points on work done	7	Points on work done
4	Points on work done	8	Points on work done

Task 6	Name of task	URL	Status

1	Points on work done	5	Points on work done
2	Points on work done	6	Points on work done
3	Points on work done	7	Points on work done
4	Points on work done	8	Points on work done

Task 7	Name of task	URL	Status

1	Points on work done	5	Points on work done
2	Points on work done	6	Points on work done
3	Points on work done	7	Points on work done
4	Points on work done	8	Points on work done

Task 8	Name of task	URL	Status

1	Points on work done	5	Points on work done
2	Points on work done	6	Points on work done
3	Points on work done	7	Points on work done
4	Points on work done	8	Points on work done

3. **In Terms of Production, how was your day? (Daily Report Summary)** *

4. **Did you experience any problems or issues that kept your work from progressing today?** *

Not Applicable

5. Goals for Tomorrow *

1	
2	
3	
4	

6. Complaints Questions Comments *

1	*Not Applicable*
2	*Not Applicable*
3	*Not Applicable*
4	*Not Applicable*

7. Meeting Notes if any. *

Not Applicable