

Daily Activity Log

- For information on Employee Daily Activity
- To manage your time and maximize your effectiveness.

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Employee Name:	Pranav Kumar
Employee Number:	ESD228808
Position:	Software Engineer

Date	16/3/2023
Team Name	ALFA88
Country	INDIA

S. No	Started Time	Ended time	Activity Description	Remark	Value (High, Medium, Low, None)
1	9:00am	10:30am	Started implementing the project		High
2	10:30am	12:00pm	Meeting with Delta 42		High
3	12:00pm	1:00pm	Continued implementing the project		High
4	2:00pm	3:30 pm	Meeting with Bravo 88		High



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5	3:30 pm	6:00pm	Continued working on the project		High
6					High
7					
8					
9					

Checked by (HR associate)		Checked (Senior HR associate)		Approved (Section Manager)	
Name		Name		Name	
Employee No:		Employee No:		Employee No:	
Signature		Signature		Signature	

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