

# Daily Report - December 20, 2024

Prepared by Surafel Amsalu

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## 1. Morning Development Team Meeting

Today began with our usual daily stand-up with the development team. We specifically discussed **Jira** and the need to optimize its use for task tracking and project management. During this session, I made it clear to **Tadele** that his focus should be on setting up and managing Jira effectively, as it's critical for the team's success and organization.

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## 2. Marketing Team Meeting

The marketing team meeting went well. However, **Emmanuel** still hasn't been able to attend due to his ongoing workload. I plan to follow up with him to ensure his input is included in future discussions.

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## 3. Meeting with Lars and the VBAI Team

I had a productive meeting with Lars and the VBAI team. A new group was created, and we successfully assigned tasks to all members. We collectively committed to delivering the following apps by **January 5, 2025**, ensuring they are **flawless and ready for deployment**:

- **Pitch Deck App**
- **Text Miner**
- **App Writer**
- **Market Research App**

The team emphasized the importance of perfection in these deliverables, and I am confident in our ability to meet the deadline with high-quality outputs.

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## 4. Meeting with the CTO

I had the privilege of meeting with our **Chief Technology Officer (CTO)** today. He is an **incredible individual** with exceptional knowledge and leadership qualities. During the meeting:

- I introduced him to all the groups, helping him familiarize himself with the team structure.

- We discussed every critical aspect of the current projects, ensuring alignment on objectives and expectations.
- I shared access to all our repositories, which he will review to provide guidance and insights.

I am excited about the opportunity to learn from such an accomplished individual. His expertise will undoubtedly elevate the team and our projects.

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## Closing Thoughts

I want to express my **deepest gratitude** for the opportunities I have been given. It is because of your unwavering support and confidence in me that I am in this position to meet and work with such incredible people. You have consistently provided me with an environment that fosters growth, learning, and leadership development.

I cannot thank you enough for believing in me and for the countless ways you've contributed to my personal and professional journey. Your trust has empowered me to lead effectively and embrace every challenge with confidence. I am truly grateful and will continue striving to meet and exceed expectations.

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