**DAILY ACTIVITY REPORT**

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| **DATE** | 17th January 2025 |
| **Department:** | Technical department |
| **Nature of task PERFORMED:** | Development |

**DAILY REPORTS FOR THE WEEK**

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| **NAME** | **JOB TITLE** | **NOTES / ACTIVITIES** |
| **TIMOTHY CHEPKENER** | SOFTWARE DEVELOPER | Being making significant strides in continuous development of key functionalities for the Board Meets Backend projects.  **Achievements:**   * Completed various development of Backend in Board meets * Implemented user role management function. * Developed multitenancy setup and started licensing app. * Correcting System errors in Board meets   Clients  **OAG**   * Successfully deployed SharePoint on OAG servers. * Successfully created a Database Setup for SharePoint * Successfully integrated the OAG email system (mail.oagkenya.go.ke) with the Intranet * A preliminary backup of the system was performed to ensure data integrity and availability.   **KAA**   * Help in support calls for KAA Directors * Created Board pack for incoming training and editing the capacity building schedule   KMTC   * Did a system showcase on the new features of board meets * Assisted them in uploading documents for test |

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| **SUPERVISORS**  **PHILIP KURIA** | ROLE  TECHNICAL OPERATIONS MANAGER. | **DATE – 17/1/2025** |