Daily report format example:

Summary - what you did today

Bugs Filed:

ID - summary

ID - summary

ID - summary

Total: #

Bugs Retested:

ID - summary - fixed/not fixed

ID - summary - fixed/not fixed

ID - summary - fixed/not fixed

ID - summary - fixed/not fixed

Total: # fixed / # not fixed

Testcases written/edited:

ID - summary

ID - summary

ID - summary

ID - summary

ID - summary

Total: #

Testcases Executed:

ID - summary - pass/fail

ID - summary - pass/fail

ID - summary - pass/fail

Total: # passed / # failed