



Daily Task Report Template

Company name		Project name	
Department		Project manager	
Report No.		Team leader/ Supervisor	
Date			

Day: Mon Tue Wed Thu Fri Sat Sun

No.	Task	Task description	Assigned to	Available time	Task priority

Task status

Tasks completed	
Tasks in progress	
Tasks on hold	
Blocked tasks	

Issues/Challenges	Notes
-------------------	-------

--	--

Manage your projects with Plaky.com