

Daily Task Report Template

Company name Department Report No. Date					Project Project Team lo Superv	t mar	nager		
Day: I	Mon Tue We	d Thu	Fri Sat Su	n					
No.	Task	Task d	escription	Assigned to		Available time		Task priority	
		Task sta	tus						
Tasks completed									
Tasks in progress									
Tasks on hold									
Blocked tasks									
				_					

Notes

Issues/Challenges

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