**Employee Information**

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| --- | --- | --- | --- |
| Name: | [Name Here] | | |
| Employee ID: |  | Department: |  |
| Manager: |  | Date: |  |

**Activity Log**

| **Time** | **Activity Description** | **Project/Task** | **Duration (hours)** | **Status** | **Comments** |
| --- | --- | --- | --- | --- | --- |
| 09:00 AM | Reviewed project requirements and emails | Project Alpha | 1.0 | Completed | No issues |
| 10:00 AM | Team meeting via Zoom | General Coordination | 1.0 | Completed | Discussed timelines |
| 11:00 AM | Developed new feature for application | Project Beta | 2.0 | In Progress | Encountered minor bug |
| 01:00 PM | Lunch Break |  | 1.0 |  |  |
| 02:00 PM | Bug fixing and testing | Project Beta | 1.5 | In Progress | Resolved bug |
| 03:30 PM | Documentation update | Project Alpha | 1.0 | Completed | Updated user guide |
| 04:30 PM | Client call | Client Support | 0.5 | Completed | Provided project updates |
| 05:00 PM | Daily work report preparation and submission |  | 0.5 | Completed |  |

**Summary of Work**

* **Total Hours Worked:** 7.5
* **Key Achievements:** Completed initial development of new feature, resolved a bug, updated documentation.
* **Challenges Faced:** Minor bug encountered during feature development.
* **Next Steps:** Continue with feature enhancement, review team feedback from meeting, and prepare for next client call.

**Signature**

* **Employee Signature:**
* **Date:**
* **Manager's Comments:**