***Name:***

***Position:***

***Pay Month:***

***MetaMask Address:***

***TASK SHEET***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *DATE**(DD/MM/YY)* | *TASK* | *TASK DESCRIPTION* | *COMPLETION STATUS* | *NUMBER OF HOURS* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | *TOTAL:* |  |

***MEETING SHEET***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *DATE**(DD/MM/YY)* | *CALL TOPIC* | *PEOPLE ON CALL* | *TOPICS DISCUSSED* | *NUMBER OF HOURS* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | *TOTAL:* |  |

*Hours should be recorded from the 20th of the previous month to the 20th of the current month.*

*Please submit it to HR by the 20th of each month via email.*