

DAILY REPORT TITLE

Prepared by

Prescilla Atkinson

Prescilla@R&K.com

December 3, 2070

Accomplished Tasks

COMPLETED TASK	WORKING TIME
Wrote ten blog articles for landing pages	6 hours
Edited 4 review articles	2 hours
Updated the Content Management Schedule	2 hours

Ongoing Tasks

TASK	DEADLINE	STATUS
Prepare the New Website Lay-out for the New Clients	December 15, 207	In Progress
Revise the Writer's Training Materials	December 20, 2070	In Progress
Organize a Monthly Meeting with the Search Engine Optimization (SEO) Team	December 22, 2070	Upcoming

Challenges

- There were inconsistencies in the client information database, which made the writing process more difficult.
- Technical issues with the Internet connection due to adverse weather conditions.