Daily Reports Regulations in Matican Group,

> Daily reports are here help diagnosing workflows and preventing mistakes before its too late. We should always make sure that all of us are aligned to the goals and targets.

- Daily Reports should be written in the Reports Book. Please find the current date and add a **New Page** as your report.
- Report Titles should be written with the following pattern:
  - **"{Your Full Name} | Day/Month/2022" pattern.**

Important: Daily reports are very important and it is considered as the presence of the member. A working day ends with the daily report. Days without reports are not counted as working days.

Here are questions needing answers in your report:

1. How was your day? What did you learn today?
2. What went well? What did you accomplish today?
3. What went wrong?
4. What could be done better?
5. If you could celebrate one thing about today, what was it?
6. Do you have any suggestion/feedback?

Please note that you are NOT obligated to answer questions line by line. You can send your report by writing a letter covering the topics above.