

Kron Development

Daily Business Development Report

Submitted by business developer to US partner at end of each business day

BLANK FORM

A — REPORT INFORMATION

Report date

Pod name / ID

Business developer name

US partner name

Reporting period (hours active today)

e.g. 9:00 AM – 5:00 PM PST

B — DAILY ACTIVITY SUMMARY

TOTAL OUTREACH SENT	NEW RESPONSES	INTERESTED CLIENTS	MEETINGS SCHEDULED	PROPOSALS SUBMITTED

C — NEW OUTREACH SENT TODAY

List every new client or job posting contacted today.

#	Client / Job title	Platform	Proposal summary	Status
1				
2				
3				
4				
5				

Status options: Sent / Viewed / Replied — Interested / Replied — Not interested / No response

D — RESPONSES RECEIVED TODAY

All client replies received today — including new replies and follow-up messages on existing conversations.

Client / Job title	Response summary	Sentiment	Action taken

Sentiment options: Interested / Considering / Not interested / Needs follow-up / Meeting scheduled

E — ACTIVE PIPELINE STATUS

Current status of all ongoing conversations — updated every day.

Client / Job title	First contact	Current stage	Last update	Next action	Target date

Stage options: Initial contact / Proposal sent / Replied — Interested / Meeting scheduled / Negotiation / Closed / Inactive

F — MEETINGS SCHEDULED

Any client meetings arranged today, or upcoming meetings requiring US partner attendance.

Client name	Meeting date & time (PST)	Platform	Meeting purpose	Prep notes for partner

G — NOTES & TOMORROW'S PLAN

Key observations or issues from today

Anything the US partner should be aware of

Plan for tomorrow

Which clients to follow up with, new targets to approach, etc.

Items requiring US partner attention or decision

Anything that needs partner action before tomorrow

**Business developer signature /
confirmation:**

**Time
submitted:**

Kron Development

Daily Business Development Report — Filled Example

This is a realistic example report showing what the US partner receives each evening

EXAMPLE FILLED

A — REPORT INFORMATION

Report date

March 31, 2026 (Monday)

Pod name / ID

Pod 3 — Alpha

Business developer name

Kenji Nakamura

US partner name

James Carter

Reporting period (hours active today)

8:00 AM – 5:30 PM PST (9.5 hours active)

B — DAILY ACTIVITY SUMMARY

TOTAL OUTREACH SENT	NEW RESPONSES	INTERESTED CLIENTS	MEETINGS SCHEDULED	PROPOSALS SUBMITTED
12	5	3	1	4
proposals / direct messages	from active conversations	positive signals	this week	formal bids submitted

C — NEW OUTREACH SENT TODAY

#	Client / Job title	Platform	Proposal summary	Status
1	BuildFlow AI — React dashboard dev	Upwork	Proposed 6-week sprint for analytics dashboard. Emphasized startup experience and fast delivery.	Viewed
2	Landio — Mobile app MVP	Upwork	Proposed cross-platform mobile app using React Native. Included 2 portfolio examples.	Replied — Interested
3	Truvault — Backend API build	Upwork	Applied for Node.js REST API project. Highlighted 3 similar fintech builds.	Sent
4	NestHive — Property listing platform	Upwork	Full-stack web app proposal. Offered discovery call within 24hrs.	Sent

5	Claivo — SaaS onboarding flow	Upwork	Offered UX + frontend build for onboarding wizard. Included wireframe sketch approach.	Replied — Not interested
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D — RESPONSES RECEIVED TODAY

Client / Job title	Response summary	Sentiment	Action taken
Landio — Mobile app MVP	Client said they love the portfolio and want to schedule a discovery call this week.	Interested	Replied and proposed Wed April 2, 10AM PST. Awaiting confirmation.
BuildFlow AI — React dashboard	Client asked about our experience with data visualization libraries specifically.	Considering	Replied with 2 Recharts + D3 project examples. Follow up tomorrow if no reply.
Pixora — E-commerce redesign	Client replied to follow-up from last week. Asked for revised timeline.	Needs follow-up	Sent updated 8-week timeline. PM has been informed to prepare cost breakdown.
Claivo — SaaS onboarding flow	Client said they already hired someone else. Polite rejection.	Not interested	Closed conversation. Removed from active pipeline.

E — ACTIVE PIPELINE STATUS

Client / Job title	First contact	Current stage	Last update	Next action	Target date
Landio — Mobile MVP	Mar 28	Meeting scheduled	Today	James to attend discovery call — see Section F	Apr 2
BuildFlow AI — Dashboard	Mar 29	Replied — Interested	Today	Wait for response to D3 examples. Follow up Apr 1 if no reply.	Apr 1
Pixora — E-commerce redesign	Mar 24	Negotiation	Today	PM to prepare full cost breakdown by Apr 1.	Apr 1
NestHive — Property platform	Today	Initial contact	Today	Await response to proposal. Follow up in 48 hrs.	Apr 2
Truvault — Backend API	Today	Initial contact	Today	Await response. Will follow up Apr 2.	Apr 2

F — MEETINGS SCHEDULED

Client name	Meeting date & time (PST)	Platform	Meeting purpose	Prep notes for partner
Landio (Alex Torres, CEO)	Wed Apr 2 10:00 AM PST	Zoom (link to be confirmed)	Discovery call — understand MVP scope, timeline expectations, and budget range.	Client is building a home services booking app. They want iOS + Android. Budget appears to be \$15K–\$25K. Key question: do they need backend too or just frontend? PM Yuki has briefing ready.

G — NOTES & TOMORROW'S PLAN

Key observations or issues from today

BuildFlow AI is very warm — they engaged with our proposal quickly. Pixora negotiation is taking longer than expected; PM Yuki should fast-track the cost breakdown to avoid losing momentum. Claivo rejection was clean — no wasted time there. Overall today was a strong day: 5 responses from 12 outreach, 3 warm leads.

Plan for tomorrow

Follow up with BuildFlow AI if no reply by 11AM PST. Send Pixora the cost breakdown once PM delivers it. Send 8–10 new proposals targeting fintech and edtech startups (high budget range). Review 3 new Upwork job postings flagged this afternoon.

Items requiring US partner attention or decision

James — please confirm availability for the Landio Zoom call on Wed Apr 2 at 10:00 AM PST. PM Yuki will send you a 1-page briefing document by Tuesday evening so you are prepared for the discovery questions.

Business developer signature / confirmation:

Kenji Nakamura — confirmed

Time submitted:

5:32 PM PST

This example shows a typical strong day. On slower days, the outreach numbers will be lower and the pipeline table will have fewer rows. The format stays identical every day so the US partner can read it quickly and consistently.