DailyLog

Karen Stainbrook

# Hours Logged on: 2020-03-19

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| --- | --- | --- | --- | --- | --- | --- |
| employee | Description of Work | Estimated hrs | Actual hrs | Planned/Unplanned | Result | Comments |
| Alene Onion | Database Modernization- profile table | 1.00 | 1.00 | Planned | Complete | NA |
| Alene Onion | Database Modernization - results table | 1.00 | 1.00 | Planned | Complete | NA |
| Alene Onion | Database Modernization meeting | 1.00 | 1.00 | Planned | Complete | NA |
| Alene Onion | Developing Daily Log Script | 2.00 | 2.00 | Unplanned | Complete | NA |
| Alene Onion | Keuka Lake meeting | 0.50 | 0.50 | Planned | Complete | NA |
| Alene Onion | staff meeting | 0.50 | 0.50 | Planned | Complete | NA |
| Jesse Keltz | Entering calibration log data into spreadsheet | 3.00 | 3.00 | NA | NA | NA |
| Jesse Keltz | Updating field names and answer choices in LCI survey form according to Alene’s spreadsheets | 4.25 | 4.25 | NA | NA | NA |
| Matt Kraft | Database Modernization | 1.50 | 1.50 | Planned | Complete | Meeting with ITS and Profile Table |
| Matt Kraft | Lake Biomonitoring Project | 3.00 | 3.75 | Planned | In Progress | Compiling chemistry data |
| Matt Kraft | Monitoring Site Access | 3.00 | 1.50 | Planned | In Progress | Screening Sites (Probability) |
| Rebecca Gorney | 2019 data-fix location issues | NA | NA | NA | NA | NA |
| Rebecca Gorney | AGOL-review SOP 8:30-9:00 | NA | NA | NA | NA | NA |
| Rebecca Gorney | Keuka Kick-Off Call 9:00-10:00 AM | 0.25 | 0.25 | NA | NA | NA |
| Rebecca Gorney | Network setup/emails 8:00-8:30 | 0.50 | 0.50 | NA | NA | NA |
| Rebecca Gorney | Owasco Kick-Off Call 3:00-4:00 | 1.00 | NA | NA | NA | NA |
| Rebecca Gorney | Section daily call 9:00-9:45 | 0.75 | 0.75 | NA | NA | NA |
| Stephanie June | CSLAP Briefing Edits 10:00-11:00 | 1.00 | 0.25 | NA | NA | NA |
| Stephanie June | CSLAP Briefing Edits 2:00-3:00 | 1.50 | 1.00 | NA | NA | NA |
| Stephanie June | CSLAP QAMP Edits | 0.00 | 0.70 | NA | NA | Accept edits; Print, sign and scan signature page - share for other signatures |
| Stephanie June | ESF Pesticides Call 12:00-1:00 | 1.00 | 0.75 | NA | NA | NA |
| Stephanie June | Feasibility Edits Call 4:00-4:30 | 0.50 | 0.25 | NA | NA | Rescheduled, sent new meeting invite for Friday |
| Stephanie June | HAB Mitigation Tech Correspondence | 0.00 | 0.25 | NA | NA | NA |
| Stephanie June | HABITATS ACOE Call 11:00-12:00 | 1.00 | 1.00 | NA | NA | Call was 45min, organized meeting notes and action items, sent a couple of email requests |
| Stephanie June | HABITATS follow-up, organization | 0.00 | 0.75 | NA | NA | Sending data file to Martin, compiling action items to send to KS |
| Stephanie June | Keuka Kick-Off Call 9:00-10:00 AM | 0.25 | 0.30 | NA | NA | Participated as a listener |
| Stephanie June | Network setup/emails 8:30-9:00 | 0.50 | 0.50 | NA | NA | Finalized CSLAP QAMP edits from RoseAnn at this time |
| Stephanie June | Owasco Kick-Off Call 3:00-4:00 | 1.00 | 1.00 | NA | NA | NA |
| Stephanie June | Planning for tomorrow 4:15-4:30 | 0.00 | 0.25 | NA | NA | NA |
| Stephanie June | Section daily call 9:00-9:45 | 0.75 | 0.50 | NA | NA | NA |