

Team Members		
First Name	Last Name	Nickname (max 6 characters)
Mik	Driver	Mik
Liyan	Al-mosaria	LA
Hawa	Diallo	HD
Vincent	Nguyen	VN
Nadir	Chetouani	NC
Sem Axil	Rais	SAR

Instructions: Fill in only green portions. For the activities table put number 1 in the square under each name if that individual participated in that activity. The number of hours for each individual will be calculated automatically. Readjust cell size to be sure all text is visible as needed.

Add more rows as necessary

Activities Table

Date	Who						Type of Activity	Number of hourse spent	Purpose	Output	Hours spent						
	Mik	LA	HD	VN	NC	SAR					Mik	LA	HD	VN	NC	SAR	
Milestone 1																	
29-Jan-25	1		1	1	1	1	1	Virtual Meeting	1.5	Define opportunity statements, evaluation, ranking	Write opportunity statements, evaluated and ranked them	1.5	1.5	1.5	1.5	1.5	1.5
30-Jan-25	1		1	1	1	1	1	Work at home	1	Set mission statement	Write mission statement	1	1	1	1	1	1
1-Feb-25	1		1	1	1	0	1	Virtual Meeting	1.5	Review mission statement, ASPF, Team Blog	Completed mission statement, ASPF, Team Blog	1.5	1.5	1.5	1.5	0	1.5
										Total hours		4	4	4	4	2.5	4
										Total team hours	22.5						
Milestone 2																	
25-Jan-19	1	work at home						3	Create draft interview script	Draft interview script	0	0	0	0	0	0	
										Total hours		0	0	0	0	0	0
										Total team hours	0						
Sprint 1																	

