

# Timesheet Guidelines

With such a large team, it is important to establish a guideline for creating and maintaining timesheets. By following the timesheet entry style outlined below, timesheets data will be easier to maintain, update, correct, and reformat prior to submissions.

## Procedure:

At the start of each week, a new timesheet will be created for the following week using the template that can be accessed from the [timesheet template folder](#) in the Google Drive. To maintain ease of accessibility, the timesheets folder should only contain the timesheet of the current week, with older timesheets stored in the previous timesheets folder. Timesheet should contain their corresponding date range and week number, and be named by their date range. To keep the timesheet compact, each group member is given three cells in the timesheet for each day, with additional cells added whenever necessary.

## Style Guidelines:

Each timesheet entry should have a duration, name, and description. Descriptions can be defaulted to N/A if the task is trivial or the name is self explanatory. For timesheets to be consistent and easily legible, all entries should follow the flowing format:

*[X min] <topic> - <activity1 past tense>, <activity2 past tense>, ... <activityN past tense>*

### Example (with description):

[90 min] Tim Horton's Instructions - Walked and documented route, worked on rough copy

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### Example (without description):

[10 min] Updated Timesheets - N/A

Note: When adding a new timesheet entry, please reuse previous entry names if applicable. This will make it easier to correlate each entry to a specific activity.

Any further inquiries regarding timesheets should be directed to Alex (team lead) or Yiran (timesheet maintance) through the Slack group.