

Timesheet Procedure:

- At the end of each week, a new timesheet will be created for the following week using the timesheet template that can be accessed here:
<https://docs.google.com/spreadsheets/d/1eAqLECBi7-dL2NlrIGMFU3pC7VdRJoOGLMa8T2Sj2zY/edit#gid=0>
- If no timesheet exists for the current week, you can copy the template over and set it up
- The Timesheets folder should only contain the timesheet of the current week, with older timesheets stored in the Previous Timesheets folder
- Each timesheet should contain the date range and week number for the given sheet
- The name of each timesheet will be the date range of the given sheet
- By default, each group member has three rows for each day, but will need to add more if necessary

Timesheet Style Guidelines:

All entries should follow the following format, so that timesheets can be consistent and easily legible.

Entry 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

Example (without description):

[10 min] Updated Timesheets - N/A

- * When adding a new timesheet entry, please reuse previous topics if applicable
- * Whenever the task is not self explanatory, please provide a brief description of its details
- * Remember that all timesheets will be handed over at the end of the term, your target audience for all timesheet entries is the professor (be professional, no jargon, use active voice, be clear and concise)

If you have any questions or requests with regards to timesheets, you can bring them up in the Slack group.