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| **Team Brain Stew** | **Status Report/Time Sheet** |

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| --- | --- |
| Employee Name: Nick Radcliffe | Title: Producer/Lead Designer |
| Department: Game Development | Supervisor: |
| Reporting Period Start Date: 10/25/16 | Reporting Period End Date: 11/01/16 |

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| **Personal Accomplishments[[1]](#footnote-1)** |
| Completed high-level schedule and assigned specific tasks to team members. |
| **Current Action Items** |
| 1. Completing detailed task list and schedule. 2. Completing Technical Design Document |
| **Personal List of Late Tasks and Action Items:** |
| Need to work more on specific task scheduling |
| **Personal Problems and Questions:** |
| Did not have much time to work this week due to pressing personal concerns. Were this a paying position, I would have taken Fri and Mon off. |
| **Team Problems** |
| NA |

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| **Team Brain Stew** | **Status Report/Time Sheet** |

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| --- | --- |
| Employee Name: Nick Radcliffe | Title: Producer/Lead Designer |
| Department: Game Development | Supervisor: |
| Reporting Period Start Date: 11/02/16 | Reporting Period End Date: 11/08/16 |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activity | Tue | Wed | Thurs | Fri | Sat | Sun | Mon | Total |
| Technical Design Document | 1 |  | 1 |  |  |  |  | 2 |
| High-level Schedule | 2 |  |  | 1 |  |  |  | 3 |
| Team Meeting |  |  | 2 |  |  |  |  | 2 |
|  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |
| Total | 3 | 0 | 3 | 1 | 0 | 0 | 0 | 7 |

Smallest unit of time is 0.25 hours (15 minutes).

Record time in hours and quarters of hours

1. http://users.csc.calpoly.edu/~jdalbey/205/Mgmt/BadStatus.html [↑](#footnote-ref-1)