**Work Diary Template**

*Recount/summary of the past week:*

Write things about what you thought about the last week of work.

E.g. We met in the Tuesday lab and discussed blahblah, we then met on the Wednesday the next day and we listed items blahblah

*Action items from last week and problems faced:*

At the end of each meeting we should each be listed action items to do so just talk about how you went about completing those action items.

And then discuss any issues you had when completing the items and how you resolved them

E.g.

Task 1 – GANTT Chart:

Last week I was given the task of creating a GANTT chart, I found that my studies of Microsoft project helped with completing this task as I was able to efficiently have it finished in a day.

I did have an issue with setting the duration of tasks as I had to fit them all in within a timeframe before the whole project was due etc.

*Action items to do this week:*

Then write about action items you are to do for the following week and how you plan to complete them

E.g. I gots to do milestones, I will look through lecture slides and research online for more information on how this document should be set out.

*Extra thoughts:*

Just a list of short ideas you may have had during the week, probably don’t have to do this part. When you get an idea just put it in here or whatever.