# Time Capacity Calculations

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| **Attendance/Homework Policy** |
| In class requirements   * *What do you expect from each other during class time in terms of punctuality, breaks, etc.?*   Out of class hours/week (homework)   * *How many hours do you think you will each put in/week?*   Work from home policy\*   * *What are the responsibilities when a member works from home?*   Make up work policy\*   * *What are your policies for people making up missed time outside of regular class hours?* |

\* These are unofficial at this stage

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| **Risk of lost time** | | | |
| Reason for missing | Comments | Estimated number of occurrences | Total hours lost |
| E.g.: sick | Each of us might take 2 sick days | 8 Days | 16 |
| Change font colour and add rows as required |  |  |  |

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| **Total hours** |
| *C = Calculate total available class hours, starting from projected kick off date to Feb. 14*  *H = Calculate total homework hours, starting from projected kick off date to Feb. 14*  *L = Calculate total hours lost*  *P = Personal Time lost (by individual)*  *Capacity = (C+H-L) \* Team Size - P* |

Date of activity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Participants:

Regrets: