First Last (Section)
Email
Project Title: Sample Project

**Time logs 2/1/2021 to 2/10/2022**
10.5 hours accumulated in this period

| Date | Duration | Type | Description of completed work | Challenges and/or Next steps |
|------|----------|------|-------------------------------|------------------------------|
| 2/1/21 | 1 hour | Other | Reviewed the syllabus and added due dates listed to my calendar app | |
| 2/2/21 | 1 hour | Other | Attended the orientation session | Look for project and technical supervisor |
| 2/3/21 | 1.5 hours | Other | Reviewed the lists of people to contact and drafted up emails and sent it out. Sent out 20 emails. Heard back from 2 and scheduled appointments with 2 | |
| 2/5/21 | 4 hours | Documentation | Took a look at all of the templates and submission criteria | |
| 2/6/21 | 2 hours | Research | Professor X suggested I read a couple of papers, so I did that | Look up definitions of new words |
| 2/10/21 | 1 hour | Coding | Created the source code repository for the project and made the first few commits. The repository is at: <url>. Commit hashes (#xxxx, #xxxx) | |
| 2/11/21 | 0.25 hours | Documentation | Write out reflections on the time spent on the project so far, and prepare time log for submission | Block out dedicated project time in my calendar |

**Reflection**

*What were your main goals in this time period?*
I was looking for a project to work on and also gathering my resources and tools together. To find a project I had to figure out who to contact, and then how to make time to speak with them.

*What were the main challenges during this phase? Were you able to meet the challenge, if so, what helped? It not, what could help?*
Figuring out goals for a project is tough, but I could see that putting in the time to do things right and staying consistent with progress led to a positive impact. By logging the time spent on my tasks I can see how it builds up to meeting the overall goals.