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| TeamWork Personal Weekly Log | | | |
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| Date | What I Did | Challenges | Resolution |
| 4/2/23 | Created strengths spreadsheet | Extremely Minor challenges with working out the format. | Spreadsheet created following some quick research. |
| 15/2/23 | Created “Project Concept” word doc | None | None |
| 16/2/23 | Created “Biscuit information format” word doc | None | None |
| 16/2/23 | Logged minutes for meeting had this week | Format of the “meeting minutes” doc is annoying to work with. | Will change the format when it’s my turn next. |
| 16/2/23 | Created agenda for next weeks meeting | Format of the “meeting minutes” doc is annoying to work with. | Will change the format when it’s my turn next. |
| 23/2/23 | Created document outlining the points required for Outcome 1 | None | None |
| 28/2/23 | Completed biscuit description for “Empire Biscuits” | None | None |
| 1/2/23 | Completed biscuit description for “Abernethy biscuits” | None | None |
| 16/3/23 | Completed meeting minutes for this date. | None | None |
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