1&2. Time Record including Personal information:

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| Date/Time | Description | Attendees |
| 9/16/12, 15:45-16:15 | Wrote memo and emailed it to Jerrie | Marcel, Andrew, Aaron, Chris |
| 9/23/12, 09:00-10:00 | Researched Servant Leadership | Marcel |
| 9/23/12, 15:45-16:30 | Created the first version of the powerpoint | Marcel, Andrew, Aaron, Chris |
| 9/25/12, 15:45-16:15 | Worked on Presentation | Marcel, Andrew, Aaron, Chris |
| 9/26/12, 12:00-14:00 | Researched Charismatic Leadership(other group doing leadership did Servant Leadership, so I had to re-do my part) | Marcel |
| 9/28/12, 20:00-21:00 | Made Crossword | Marcel |
| 9/30/12, 13:00-14:00 | Printed slides, reviewed powerpoint presentation, reviewed and printed crossword | Marcel, Andrew, Aaron, Chris |
| Intermittent, total 45 minutes | Texting and emails between participants | Marcel, Andrew, Aaron, Chris |