> Project Diary \_ **Name of the project**

**Core team members**

Name One (Organisation), Name Two (Organisation), Name Three (Organisation).

**Non-Core team members**

Name One (Organisation), Name Two (Organisation), Name Three (Organisation).

**Project dates**

DD.MM.2019–DD.MM.2019

We have used this format in the past to keep track of how a project is going. It works especially well when a project has non-core team members coming and going, as well as being a very useful tool for sharing updates with a wider group and at end of project report writing. For an example of past use in a project check the [Entering Tertiary Daily updates](https://docs.google.com/document/d/18gAd4BGmcjCGl7J93PcB14Puk1XCGXFzTJgcq_MonEs/edit#). If using this, ensure you set aside time to do your write up and the end of the day/week.

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| --- | --- | --- |
| Date | Summary | Present team members |
| DD.MM  2017 |  |  |
| Additional Comments |  | |
| Tasks tomorrow |  | **Who we need:** |
|  |