Timesheet

Member Name: [insert your name]

Team name: [insert team name]

Tutor: [insert tutor name]

Date: [insert meeting date]

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| **Date** | **Activity** | **Planned** | **Actual** |
| Monday 7 March | Reading Assignment spec | 1 hour | 1 hours |
| Monday 8 March | Attend meeting 1 | 1 hours | 2 hours |
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