|  |  |  |
| --- | --- | --- |
| **Name** | Devroop Bannerjee | **Project**:  Team report |
| **Signature** | *Devroop Bannerjee* |
| **Work Log** | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Date** | **Work completed** | **Time** | **Total hrs** | | Throughout November | Observation of occupancy patterns | Various | 4 | | Nov 17 | Refinement of problem statement | 12pm - 1pm | 1 | | Nov 20 | Prepared powerpoint | 12pm - 1:30 | 1.5 | | Dec 1 | Draft of introduction, results, references pages. | Various | 4 | | Dec 5 | Revision and formatting of team report | 4pm - 8pm | 4 | | | |

|  |  |  |
| --- | --- | --- |
| **Name** | Alina Chin | **Project**:  Team report |
| **Signature** | *Alina Chin* |
| **Work Log** | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Date** | **Work completed** | **Time** | **Total hrs** | | Throughout November | Recorder’s logs, organization of team meetings | Various | 3 | | Nov 17 | Collection and analysis of administrative resources | Various | 2.5 | | Nov 20 | Prepared Powerpoint | 12pm - 1:30pm | 1.5 | | Dec 4 | Draft of exec summary, result, and appendices pages | Various | 6 | | Dec 6 | Revision of team report | 3pm - 5:30pm | 2.5 | | | |

|  |  |  |
| --- | --- | --- |
| **Name** | Peter Kihaile | **Project**:  Team report |
| **Signature** | *Peter Kihaile* |
| **Work Log** | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Date** | **Work completed** | **Time** | **Total hrs** | | Throughout November | Observation of occupancy patterns & general research | Various | 3 | | Nov 25 | Distributing, collecting, and analyzing surveys | Various | 3 | | Dec 3 | Draft of methods, results, and conclusion section of report | Various | 4.5 | | Dec 5 | Revision of team report | 5pm - 7:30pm | 2.5 | | | |

|  |  |  |
| --- | --- | --- |
| **Name** | Thom Watkin | **Project**:  Team report |
| **Signature** | Thom Watkin |
| **Work Log** | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Date** | **Work completed** | **Time** | **Total hrs** | | Nov 17 | Collection of data regarding lights (current amount in Clearihue, power usage, etc.) | 12pm - 4pm | 4 | | Nov 29 | Compilation and research of recommendations for Clearihue lighting | 1pm - 4pm | 3.5 | | Dec 2 | Draft of results, recommendations, and references pages | Various | 4 | | Dec 6 | Revision of team report | 3pm - 5:30pm | 2.5 | | | |

|  |  |  |
| --- | --- | --- |
| **Name** | **Tasks** | **Total hrs** |
| Devroop Bannerjee | Created templates for both the powerpoint and team report; observed Clearihue occupancy patterns; refined problem statement; helped in preparation of the powerpoint; rehearsed for powerpoint presentation; drafted introduction, helped in draft of results and references pages; formatted final team report; helped in revision of final team report. | 14.5 hrs |
| Alina Chen | Organized team, team meetings, and recorder’s logs; collected and analyzed administrative resources; helped in preparation of powerpoint; rehearsed for powerpoint presentation; drafted executive summary and appendices pages of report, helped draft results section; helped in final revisions of team report. | 15.5 hrs |
| Peter Kihaile | Observed occupancy patterns; distributed, collected, followed up on, and analyzed surveys; rehearsed for powerpoint presentation; drafted methods and conclusion sections of report, and helped to draft results section; helped in final revision of team report; prepared team logs. | 13 hrs |
| Thom Watkin | Collected data regarding lights i.e. cost, eco-friendliness, when lights go off in Clearihue, etc.; compiled and researched pertinent recommendations; drafted recommendations page of report, helped draft results and references sections; helped in final revision of team report. | 14 hrs |