

Date	Description	Working hours
11/02/2020	project management and planning	6.50
11/03/2020	answering to emails, contact to customer, reporting & controlling	8.00
11/04/2020	assisting with QA, team meetings	8.00
11/05/2020	preparing the project kickoff meeting	8.00
11/06/2020	time tracking, emails, projectplan cleanup	4.25
11/09/2020	creating a powerpoint presentation with all that fancy project related stuff	8.00
11/10/2020	presentation to the management, team follow-up	8.00
11/11/2020	project plan update, team meetings	6.00
11/12/2020	watching other colleagues work	8.00
11/13/2020	time tracking, emails, customer calls	6.75
11/16/2020	creating another useful powerpoint presentation	8.00
11/17/2020	exporting a powerpoint presentation to excel and pivoting it	8.00
11/18/2020	project plan update, team meetings	6.50
11/19/2020	writing test cases, assisting with manual testing	8.00
11/20/2020	time tracking, emails	4.00
11/23/2020	onboarding the new team member, showing her around	8.00
11/24/2020	documentation of all that has been done during the last weeks	8.00
11/25/2020	documenting the powerpoint presentations that I've made	6.00
11/26/2020	project plan update, team meetings	7.50
11/27/2020	time tracking, emails	4.00
11/30/2020	development meetings, project meetings, calls with customers	8.00
		147.50