# Time Management Sheet

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| Name: Xueqi Yan | Role: Environmental Manager |

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| **DATE** | **TIME**  **SPENT** | **TYPE OF ACTIVITY** | **DATE** | **TIME**  **SPENT** | **TYPE OF ACTIVITY** |
| 12 Jan | four hours | Search some references on the carbon dioxide emissions and environmental impacts of wind power. |  |  |  |
| 13 Jan | three hours | Search some references on the carbon dioxide emissions and environmental impacts of solar energy. |  |  |  |
| 14 Jan | five hours | Search some references on the environmental impacts of tidal power.  Not enough information on tidal power about “Review sustainability in terms of saved CO2” has been searched currently. |  |  |  |
| 15 Jan | four hours | Search some references on the carbon dioxide emissions and environmental impacts of geothermal energy. |  |  |  |
| 16 Jan | four hours | Sort out the references about these four Renewable energies. |  |  |  |
| 17 Jan | two hours | Group meeting |  |  |  |
| 18 Jan | three hours | Search some references about "Review sustainability in terms of saved CO2" on tidal energy. |  |  |  |
| 19 Jan | four hours | Search some references about “Preventive measures needed in the construction process” for wind power. |  |  |  |
| 20 Jan | three hours | Search some references to "Preventive measures needed in the construction process" on solar energy. |  |  |  |
| 21 Jan | four hours | Search some references about "Preventive measures needed in the construction process" for tidal energy. |  |  |  |
| 22 Jan | six hours | Study whether the island can sell excess electricity to other areas and search some ways to store electricity that are commonly used in renewable energy. |  |  |  |
| 23 Jan | five hours | Sort out these references. |  |  |  |
| 24 Jan | two hours | Group meeting |  |  |  |
| 25 Jan | one hour | Group meeting |  |  |  |
| 26 Jan | two hours | Summarizing the information about the impact of renewable energy on the environment searched in the first week, and record the key points. |  |  |  |
| 27 Jan | two hours | Summarize the information about the battery in the second week and record the main points. |  |  |  |
| 28 Jan | two hours | Write the main points of the environment and battery as paragraphs. |  |  |  |
| 29 Jan | two hours | Search some references on lithium batteries. |  |  |  |
| 30 Jan | two hours | Sort out the information on lithium batteries searched on the 29Jan and complete the time and task sheet. |  |  |  |
| 31 Jan | three hours | Group meeting |  |  |  |
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| **DATE** | **TIME**  **SPENT** | **TYPE OF ACTIVITY** | **DATE** | **TIME**  **SPENT** | **TYPE OF ACTIVITY** |
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Task Management Sheet

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| Name: Xueqi Yan | Role: Environmental Manager |

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| **ID** | **TASK** | **DATE** |
| EM | Search some references on the carbon dioxide emissions and environmental impacts of wind power. | 12 Jan |
| EM | Search some references on the carbon dioxide emissions and environmental impacts of solar energy. | 13 Jan |
| EM | Search some references on the environmental impacts of tidal power.  Not enough information on tidal power about “Review sustainability in terms of saved CO2” has been searched currently. | 14 Jan |
| EM | Search some references on the carbon dioxide emissions and environmental impacts of geothermal energy. | 15 Jan |
| EM | Sort out the references about these four Renewable energies. | 16 Jan |
| EM | Group meeting | 17 Jan |
| EM | Search some references about "Review sustainability in terms of saved CO2" on tidal energy. | 18 Jan |
| EM | Search some references about “Preventive measures needed in the construction process” for wind power. | 19 Jan |
| EM | Search some references to "Preventive measures needed in the construction process" on solar energy. | 20 Jan |
| EM | Search some references about "Preventive measures needed in the construction process" for tidal energy. | 21 Jan |
| EM | Study whether the island can sell excess electricity to other areas and search some ways to store electricity that are commonly used in renewable energy. | 22 Jan |
| EM | Sort out these references. | 23 Jan |
| EM | Group meeting | 24 Jan |
| EM | Group meeting | 25 Jan |
| EM | Summarizing the information about the impact of renewable energy on the environment searched in the first week, and record the key points. | 26 Jan |
| EM | Summarize the information about the battery in the second week and record the main points. | 27 Jan |
| EM | Write the main points of the environment and battery as paragraphs. | 28 Jan |
| EM | Search some references on lithium batteries. | 29 Jan |
| EM | Sort out the information on lithium batteries searched on the 29Jan and complete the time and task sheet. | 30 Jan |
| EM | Group meeting | 31 Jan |
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ID: First 2 letters from each role. E.g. Quality Manager should be QM Time Spent should be an estimation of the time used for every task needed.