

Project ENGAGES Timesheet

Student Name: _____

GT ID#: _____

Your mentor must sign and approve your work hours each week. Turn the completed timesheet into Dr. Glenn on Friday afternoon. ***You are responsible for your timesheet. Timesheets can be turned in electronically by taking a picture and emailing to Dr. Glenn, michael.glenn@ibb.gatech.edu or you may leave in yellow basket outside his office door, IBB 3319.***

Day	Time In	Time Out	Mentor Initials

You must provide a weekly report of what you worked on during this week. This report should be at least a paragraph (5-7 sentences) and requires your mentor's approval to verify the work that's been done.

— This week involved significant progress in data organization and knowledge transfer activities within the laboratory. On Monday and Tuesday, I conducted standard laboratory operations while simultaneously onboarding a new student team member, providing comprehensive training on image organization protocols and data collection methodologies. A key achievement was establishing systematic image sorting procedures, categorizing datasets into quality classifications to optimize future analysis workflows. Wednesday was dedicated to advancing professional development through a security processing interview for the Stokes scholarship program. The week concluded with active participation in scientific outreach activities, including the science fair on Thursday and the NSBE Jr. luncheon on Friday, contributing to community engagement and STEM education initiatives. Despite a reduced laboratory schedule due to external commitments, essential data curation tasks were completed and knowledge transfer protocols were successfully implemented.

Mentor's Signature: _____