

| Items | Update |
|---|--|
| Date on which you worked on the project. | 1/21 1/23 |
| Number of hours spent on that day. | 1 hr and 1 hr |
| Type of component, implementation or document. | Components of charter, finalizing charter |
| Which specific part did you work with, e.g. requirement number or section of a document. (Mention multiple if necessary) | The whole document |
| Brief summary (3-4 sentences) of what was accomplished during this time. | <p>1. Wrote and modified in and out of scope on charter. Touched up summary and added goals and objectives to its respective section.</p> <p>2. Finalized charter. Refined language in charter. Removed all brown text. Edited Appendix for necessary terms.</p> |
| Total number of hours worked during the week. | 2 |