

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