Create a spreadsheet of your spectra. For each spectrum, make sure you record the following metadata:

What time was the spectrum taken?
You can get this from the FITS header, e.g., `fits.getheader(filename)['DATE-OBS']`
What is the exposure time?
You can get this from the FITS header, e.g., `fits.getheader(filename)['EXPTIME']`
Is there a corresponding finder image? If so, put the name of that image
Do you have the corresponding dark files? What are they called?
Was the spectrum on-target?
Was signal detected?
Other notes? (e.g., did something fly in front of the telescope? did tracking fail? Did someone sneeze? Were there clouds? anything else you remember?)

File Name	Time Taken (GMT)	Local Time (EST)	Exposure Time	Finder Image Name	Dark Files Names	Was Spectrum On Target (Y/N)	Was Signal Detected (Y/N)	Additional Notes
1min_scatteredsunset	23:26:20	19:26:20	60s	N/A	N/A	N/A	Yes	
1min_scatteredsunset_001	23:29:34	19:29:34	60s	N/A	N/A	N/A	Some ?	
1min_scatteredsunset_002	23:30:37	19:30:37	60s	N/A	N/A	N/A	Some ?	
1min_scatteredsunset_003	23:31:40	19:31:40	60s	N/A	N/A	N/A	Some ?	
30s_scatteredsunset	23:23:25	19:23:25	30s	N/A	N/A	N/A	Yes	
dark_5m001	3:16:29	23:16:29	300s	N/A	N/A	N/A	N/A	
dark_30s001	3:25:17	23:25:17	30s	N/A	N/A	N/A	N/A	
dark_30s002	3:25:49	23:25:49	30s	N/A	N/A	N/A	N/A	
dark_30s003	3:26:22	23:26:22	30s	N/A	N/A	N/A	N/A	
dark_60s001	3:21:54	23:21:54	60s	N/A	N/A	N/A	N/A	
dark_60s002	3:22:57	23:22:57	60s	N/A	N/A	N/A	N/A	
dark_60s003	3:24:00	23:24:00	60s	N/A	N/A	N/A	N/A	
alb_a_30s001	0:50:35	20:50:35	30s	alb_a_30s0037 20-50-49	dark_30s001 (...001 through ...003)	not really	Yes	
alb_a_30s002	0:51:08	20:51:08	30s	alb_a_30s0038 20-51-00	dark_30s001 (...001 through ...003)	kind of	Yes	
alb_a_30s003	0:51:41	20:51:41	30s	alb_a_30s0039 20-51-09	dark_30s001 (...001 through ...003)	kind of	Yes	
alb_a_30s004	0:52:15	20:52:15	30s	alb_a_30s0040 20-51-19	dark_30s001 (...001 through ...003)	yes	Yes	
alb_a_30s005	0:52:48	20:52:48	30s	alb_a_30s0041 20-51-29	dark_30s001 (...001 through ...003)	yes	Yes	
alb_a_60s001	0:58:17	20:58:17	60s	alb_a_60s0049 20-56-02	dark_60s001 (...001 through ...003)	yes	Yes	
alb_a_60s002	0:59:20	20:59:20	60s	alb_a_60s0050 20-56-13	dark_60s001 (...001 through ...003)	yes	Yes	
alb_a_60s003	0:55:57	20:55:57	60s	alb_a_60s0052 20-56-33	dark_60s001 (...001 through ...003)	yes	Yes	
alb_b_60s001	1:06:37	21:06:37	60s	alb_a_60s0069 21-11-00	dark_60s001 (...001 through ...003)	kind of	Not much ?	
alb_b_60s002	1:07:40	21:07:40	60s	alb_a_60s0070 21-11-31	dark_60s001 (...001 through ...003)	yes	Not much ?	
alb_b_60s003	1:03:46	21:03:46	60s	alb_a_60s0070 21-11-31	dark_60s001 (...001 through ...003)	yes	Not much ?	
alb_b_300s001	1:09:59	21:09:59	300s	alb_a_60s0072 21-12-31, alb	dark_5m001	mostly	Not much ?	
altair_30s001	0:14:23	20:14:23	30s	altair_30s0001 20-16-01	dark_30s001 (...001 through ...003)	yes	Yes	
altair_30s002	0:14:56	20:14:56	30s	altair_30s0002 20-16-01	dark_30s001 (...001 through ...003)	mostly	Yes	
altair_30s003	0:15:29	20:15:29	30s	altair_30s0003 20-16-21	dark_30s001 (...001 through ...003)	mostly	Yes	
altair_30s004	0:16:02	20:16:02	30s	altair_30s0004 20-16-31	dark_30s001 (...001 through ...003)	mostly	Yes	
altair_30s005	0:16:35	20:16:35	30s	altair_30s0005 20-16-41	dark_30s001 (...001 through ...003)	mostly	Yes	
europa_30s001	1:44:25	21:44:25	30s	europa_30s0089 21-44-57	dark_30s001 (...001 through ...003)	mostly	Not much ?	
europa_30s002	1:44:58	21:44:58	30s	europa_30s0090 22-36-51	dark_30s001 (...001 through ...003)	yes	Not much ?	
europa_30s003	1:45:31	21:45:31	30s	europa_30s0090 22-36-51	dark_30s001 (...001 through ...003)	yes	Not much ?	
he_20s	23:38:23	19:38:23	20s	N/A	none	N/A	N/A	
he_20s_1	23:36:53	19:36:53	20s	N/A	none	N/A	N/A	
io_10s001	1:33:15	21:33:15	10s	io_10s0084 21-33-26	none	yes	Not much ?	didn't take 10s darks
io_10s002	1:33:28	21:33:28	10s	io_10s0085 21-33-26	none	yes	Not much ?	didn't take 10s darks
io_10s003	1:33:41	21:33:41	10s	io_10s0086 21-33-26	none	yes	Not much ?	didn't take 10s darks
io_30s001	1:40:11	21:40:11	30s	io_30s0088 21-40-33	dark_30s001 (...001 through ...003)	yes	Not much ?	only have 1 finder image for the 3 exposures
io_30s002	1:40:44	21:40:44	30s	io_30s0088 21-40-33	dark_30s001 (...001 through ...003)	yes	Not much ?	only have 1 finder image for the 3 exposures
io_30s003	1:41:18	21:41:18	30s	io_30s0088 21-40-33	dark_30s001 (...001 through ...003)	yes	Not much ?	only have 1 finder image for the 3 exposures
jupiter_10s001	1:27:59	21:27:59	10s	jupiter_10s0081 21-28-10	none	Yes	Yes	didn't take 10s darks

jupiter_10s002	1:28:25	21:28:25	10s	jupiter_10s0082 21-28-10	none	Yes	Yes	didn't take 10s darks		
jupiter_10s003	1:28:25	21:28:25	10s	jupiter_10s0083 21-28-10	none	Yes	Yes	didn't take 10s darks		
ne_20s	23:40:04	19:40:04	20s	N/A	none	N/A	N/A	didn't take 20s darks		
neon_30s001	3:14:00	23:14:00	30s	N/A	none	N/A	N/A			
neon_30s002	3:14:33	23:14:33	30s	N/A	none	N/A	N/A			
neon_30s003	3:15:07	23:15:07	30s	N/A	none	N/A	N/A			
ring_5m_1	2:36:16	22:36:16	5m	ring_5s0(124-463) 22-59-12	dark_5m001	Mostly	Not really			
ring_5m_2	2:47:12	22:47:12	5m	ring_5s0(124-463) 22-59-12	dark_5m001	Mostly	Not really			
ring_5m_3	2:58:15	22:58:15	5m	ring_5s0(124-463) 22-59-12	dark_5m001	Mostly	Not really			
ring_5m_4	3:05:58	23:05:58	5m	ring_5s0(124-463) 22-59-12	dark_5m001	Mostly	Not really			
vega_30s001	0:33:48	20:33:48	30s	vega_30s00(13-36) 20-28-29	dark_30s001 (...001 through ...003)	Yes	Yes			
vega_30s002	0:34:22	20:34:22	30s	vega_30s00(13-36) 20-28-29	dark_30s001 (...001 through ...003)	Yes	Yes			
vega_30s003	0:34:55	20:34:55	30s	vega_30s00(13-36) 20-28-29	dark_30s001 (...001 through ...003)	Yes	Yes			
vega_30s004	0:35:28	20:35:28	30s	vega_30s00(13-36) 20-28-29	dark_30s001 (...001 through ...003)	Mostly	Yes			
vega_30s005	0:36:01	20:36:01	30s	vega_30s00(13-36) 20-28-29	dark_30s001 (...001 through ...003)	Mostly	Yes			