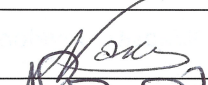


ToWe Project - Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	Kingston University
Period:	March – July 2016
Name of the employee	Nicole Lane
Category of Staff	Researcher, Teacher/Trainer

Date	Activity – Intellectual Output	Hour
23.02.16	Website development	3
25.02.16	Website development	2
26.02.16	Website development (responsive updates)	6
29.02.16	Website development and upload to test site	5
10.03.16	Meeting	1
10.03.16	Website development	2
11.03.16	Website development	5
14.03.16	Presentation of website	0.5
14.03.16	Website development	6
31.03.16	Website development, set up live site	3
01.04.16	Website development, set up live site	6

11.04.16	Website development, adding logos and links	2
14.04.16	Meeting and updates	2
15.04.16	Content upload and updates	3
19.04.16	Content upload and updates	4
20.04.16	Site updates	1
22.04.16	Site updates	0.5
12.05.16	Content upload and updates	4
17.05.16	Site updates	1
23.05.16	Content upload and updates members area	4
	Total hours	61
7 ½ hours = 1 day	Total days	8

Date	30/06/16	Signature (employee)	
Date	30/06/16	Signature (employer)	