



## ToWe Project - Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	Kingston University
Period:	August – December 2016
Name of the employee	Helen Sutherland
Category of Staff	Researcher, Teacher/Trainer

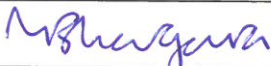
Date	Activity – Intellectual Output	Hour
12.9.16	IO7- Review of Transcripts and contacting EYPs	2
26.9.16	IO7 – Summarizing transcripts	4
3.10.16	IO2 – Deleting out spam registration on website.	0.25
	<b>Total hours</b>	<b>6.25</b>
<b>7 ½ hours = 1 day</b>	<b>Total days</b>	

Date	30.10.16	Signature (employee)	
Date	01/11/16	Signature (employer)	

## ToWe Project - Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	Kingston University
Period:	August – December 2016
Name of the employee	Yasmin Mukadam
Category of Staff	Researcher, Teacher/Trainer

Date	Activity – Intellectual Output	Hour
12.9.16	IO7- Review of Transcripts	4
13.9.16	IO7- Review of Transcripts	3
26.9.16	IO7 – Summarizing transcripts	4
	<b>Total hours</b>	<b>11</b>
<b>7 ½ hours = 1 day</b>	<b>Total days</b>	

Date	30.10.16	Signature (employee)	
Date	1/11/16	Signature (employer)	

# ToWe Project – Project Management Record of Activities

Project:	2015-1-UK01-KA201-013431
Institution:	Kingston University
Period:	August 2016 – December 2016

Dates	Name	Activity	Cost if Appropriate
26.8.16	Helen Sutherland	Emailing partner re FG questions	
30.8.16	Helen Sutherland	Emailing re: FG questions to all partners	
12.9.16	Helen Sutherland, Yasmin Mukadam and Keith Greives	Discussion on project and ethics	
12.9.16	Helen Sutherland and Yasmin Mukadam	Meeting review project	
26.9.16	Helen Sutherland and Yasmin Mukadam	Discussion Interim Report	
26.9.16	Helen Sutherland	Emailing partners re: Interim Report and Financial Reporting	
28.9.16	Helen Sutherland	Emailing partners and organizing financial spreadsheet and dissemination. Responding to emails re M3 meeting	
13.10.16	Helen Sutherland	Emails to partners	
24.10.16	Helen Sutherland and Yasmin Mukadam	Interim Report	
25.10.16	Helen Sutherland	Emails to partners	
26.10.16	Helen Sutherland and Yasmin Mukadam	Interim Report	
30.10.16	Helen Sutherland	Emails to partners	


Date	30.10.16	Signature (project manager)	<i>Helen Etherland.</i>
Date	1/11/16	Signature (employer)	<i>M Shurgen</i>