**ToWe Project – Project Management Record of Activities**

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

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| **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 |  |

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| Date | 30.10.16 | Signature (project manager) | H:\Helen's Signature.PNG |
| Date  |  | Signature (employer) |  |