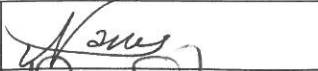


## ToWe Project - Time Sheet

Project:	2015-1-UK01-KA201-013431
Institution:	Kingston University
Period:	July 2016 - 16 February 2017
Name of the employee	Nicole Lane
Category of Staff	Technician

Date	Activity – Intellectual Output	Hour
14.07.16	Meeting to discuss website	0.5
14.07.16	Backing up site and database, updating WordPress and checking buddypress folders	1
15.07.16	Changing styles, removing folders from members area. Updating WordPress on development site.	1.5
05.08.16	Checking spam and adding new spam plugin	0.5
16.02.17	Backing up site and database, updating WordPress and all plugins and translations	1
	<b>Total hours</b>	<b>4.5</b>
<b>7 ½ hours = 1 day</b>	<b>Total days</b>	<b>0.5</b>

Date	16/02/17	Signature (employee)	
Date	16/02/17	Signature (employer)	