


ToWe Project - Time Sheet

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| Project: | 2015-1-UK01-KA201-013431 |
| Institution: | Kingston University |
| Period: | November 2016– January 2017 |
| Name of the employee | Helen Sutherland |
| Category of Staff | Researcher, Teacher/Trainer |

| Date | Activity – Intellectual Output | Hour |
|--------------------------|--|-------------|
| 3.10.16 | IO2 – Up-dating website | 3.5 |
| 14.11.16 | IO7- Focus Group 2 prep and interview | 3 |
| 19.12.16 | IO3-review | 7.5 |
| 3.1.17 | IO2- Deleting unauthorised subscribers | 0.5 |
| 9.2.17 | IO2- Deleting unauthorised subscribers | 0.5 |
| 14.2.17 | IO7- Focus group 2 typing transcript | 3.5 |
| 15.2.17 | IO7- Focus group 2 typing transcript | 2.5 |
| | Total hours | 21 |
| 7 ½ hours = 1 day | Total days | 2.8 |

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|------|--|----------------------|--|
| Date | | Signature (employee) |  |
|------|--|----------------------|--|

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| Date | 06.03.17 | Signature (employer) | <i>M. Shergana</i> |
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