# Instructions for the activity log and meeting log

Both reports are cumulative, so please continue the log and keep all historical logs in the future reports. The team leader should compile the reports and have all members review it for accuracy before submitting it. Make PDF files and submit to D2L with milestone reports.

## Instructions for the activity log

The activity log is used to report each member’s activity and workload.

Replace the name with your project name. Use the name consistent with the project plan.

Organize the report in periods of two weeks. For every period, report every member’s tasks and contributions to the project in the table. Keep all past logs in a chronological order with proper time period label. Simply add more periods in this section in the future reports.

Provide as many details as possible in the tasks column. This will be considered as part of the report quality. Avoid just using a few words like “doing research”, “testing server”, etc.

The aggregated work load should be consistent to workload report in the Gantt chart.

## Instructions for the meeting log

The meeting log is to report meeting summary.

List all meetings (face to face or virtual) and provide a meeting summary. The summary usually include meeting purpose, activities brief, decisions made, actions planned, etc. Provide as much detail as possible but keep the summary concise.

List all meetings in a chronological order. This should be cumulative so keep all logs in the past.