

EMPLOYEE PROJECT LOG

Period: Oct 01 - Oct 15, 2023

Employee Name: **Alex Rivers**
Department: **Product Design**
Employee ID: **#99201**
Manager: **Sarah Chen**

DATE	PROJECT NAME	TASK DESCRIPTION	HOURS	STATUS
Oct 02	Apollo Mobile	UI Component Library audit	6.5	Completed
Oct 02	Internal Admin	Email sync debugging	1.5	Completed
Oct 03	Apollo Mobile	High-fidelity prototyping (Phase 1)	8.0	In Progress
Oct 04	Client: Zenith	Stakeholder interview & discovery	4.0	Completed
Oct 04	Apollo Mobile	Sprint planning & review	4.0	Completed

Total Logged Hours: 24.0

Employee Signature
Manager Signature
Date