

MOVE Time Tracking V2

It is important for MOVE to track the number of volunteer hours as part of its program. This is common to programs that provide public service and are supported by donations. The present approach tries to achieve this need while minimizing the time needed to report time.

The designed approach divides activities to be reported into two categories

1. Team Activities
2. Individual Activities

Both categories are reported by the same [Google Form](#).

Team Activities should only be reported on an event basis by the volunteer leader of the event.

As an example of a **Team Activity**, Dave Green will report a meeting. The meeting is to review this time tracking tool. Three other members of the MOVE team participated in this two-hour review.

1. The convener David Green reports the meeting.
2. The meeting was held on 07/02/2023
3. Time Tracking Review Meeting was the name
4. 1 + 3 = 4 participants
5. 2-hour meeting
6. No public (non-team) participants - leave blank
7. No additional notes - leave blank
8. Submit by clicking on submit button

Done! **None of the other participants need to (or should) report this time.**



MOVE Time Tracking V2

This form is to assist the MOVE Team in tracking statistics about its effort.

Meeting/Event leaders should report for each meeting/event including participation counts so that individuals do not need to report participation in MOVE meetings and events.

Individuals should report any other effort on a weekly or monthly basis, such as deployments, maintenance, STEM engagements, preparation for meetings, documentation writing, software design, etc.

d.green@ieee.org [Switch account](#)

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* Indicates required question

Name (Last name, First name) *

1 Green, David

Date of Event (or Report if Individual Effort Report) *

Date

2 07/03/2023

Event Name or Description (leave blank if individual report)

3 Time Tracking Review Meeting

MOVE TEAM Participants *

4 4

Duration in hours *

Report 24 hours for each day deployed

5 2

Public Participants (number), if any

6 Your answer

Notes (multi-line, include link if needed).

7 Your answer

As an example of **Individual Reporting**, Dave Green will report his efforts for the week **not including group activities** which are reported separately. He chooses to report his hours weekly, but others choose to report their hours monthly.

1. David Green reports his hours.
2. The date of the report is 07/02/2023 which for David is the end of the week.
3. The event field is left blank
4. 1 - individual reporting
5. 12 hours are being reported for various individual MOVE activities (meeting prep, document prep, software development, etc.)
6. Individual activities - leave blank
7. No additional notes - leave blank
8. Submit by clicking on Submit button

Done! **None of the hours reported include team activities like meetings, events, deployments, etc.** which will be reported by the convener of the group.



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* Indicates required question

Name (Last name, First name) *

1 Green, David

Date of Event (or Report if Individual Effort Report) *

Date

2 07/08/2023

Event Name or Description (leave blank if individual report)

3 Your answer

MOVE TEAM Participants *

4 1

Duration in hours *
Report 24 hours for each day deployed

5 12

Public Participants (number), if any

6 Your answer

Notes (multi-line, include link if needed).

7 Your answer