

Project Management Log: Daily Tasks	
Project Name:	
Student Name	

Due Date:	Task:	Status:	Done:
Tues. 9/19	About Me Section: <i>¿Cuál es tu nombre completo?</i>		<input type="checkbox"/>
Tues. 9/19	About Me Section: <i>¿Cuál es tu nombre completo?</i>		<input type="checkbox"/>
Tues. 9/19	About Me Section: <i>¿Cuál es tu nombre preferido?</i>		<input type="checkbox"/>
Tues. 9/19	About Me Section: <i>¿Cuál es tu apodo?</i>		<input type="checkbox"/>
Tues. 9/19	About Me Section: <i>¿Cuántos años tienes?</i>		<input type="checkbox"/>
Tues. 9/19	About Me Section: <i>¿Cuándo es tu cumpleaños?</i>		<input type="checkbox"/>
Tues. 9/19	I used complete sentences.		<input type="checkbox"/>
Tues. 9/19	I capitalized and punctuated all of my sentences.		<input type="checkbox"/>
Tues. 9/19	There are no errors in my grammatical structures.		<input type="checkbox"/>
Tues. 9/19	I brought all my materials to class and used my time wisely.		<input type="checkbox"/>

Due Date:	Task:	Status:	Done:
Wed. 9/20	I have selected three adjectives to describe myself.		<input type="checkbox"/>
Wed. 9/20	I brought all my materials to class and used my time wisely.		<input type="checkbox"/>

Due Date:	Task:	Status:	Done:
Thurs. 9/21	I have selected a platform (Smore, Canva, Other) for my digital profile.		<input type="checkbox"/>
Thurs. 9/21	I brought all my materials to class and used my time wisely.		<input type="checkbox"/>

Due Date:	Task:	Status:	Done:
Fri. 9/22	I have completed the About Me section on my digital profile.		<input type="checkbox"/>
Fri. 9/22	I have included my three adjectives on my digital profile.		<input type="checkbox"/>
Fri. 9/22	I have included a photo of myself on my digital profile.		<input type="checkbox"/>
Fri. 9/22	I brought all my materials to class and used my time wisely.		<input type="checkbox"/>

Due Date:	Task:	Status:	Done:
Mon. 9/25	I have included three images that represent my personality, hobbies, or interests.		<input type="checkbox"/>
Mon. 9/25	My digital profile contains no grammatical errors.		<input type="checkbox"/>
Mon. 9/25	I have capitalized and punctuated the sentences in my digital profile.		<input type="checkbox"/>
Mon. 9/25	My digital profile is attractive in terms of design, layout, and neatness.		<input type="checkbox"/>
Mon. 9/25	A classmate has proofread my work.		<input type="checkbox"/>
Mon. 9/25**	I have submitted my digital profile to Ms. Rickert at: kathryn.rickert@austinisd.org		<input type="checkbox"/>