

October 2025

MONTHLY TIME SHEET

Martina Bennett

Day	Date	No. of Days (DFC TA Grant)	No. of Days (Trinity)	Description of Work
Wednesday	1-Oct-25	0.50		Draft CSR Strategy, Framework & Explanatory Note
Thursday	2-Oct-25			
Friday	3-Oct-25	0.50		DFC Budget Planning for 2026
Monday	6-Oct-25			
Tuesday	7-Oct-25	1.00		Check in meeting on TA3; Draft CSR Strategy, Framework & Explanatory Note
Wednesday	8-Oct-25			
Thursday	9-Oct-25	1.00		Progress meeting on TA4; Draft CSR Strategy, Framework & Explanatory Note
Friday	10-Oct-25			
Monday	13-Oct-25			
Tuesday	14-Oct-25			
Wednesday	15-Oct-25			
Thursday	16-Oct-25	0.50		Review World Vision MOU; Prep for DFC TA Steercom Meeting; Prep for DFC Quarterly Update
Friday	17-Oct-25			
Monday	20-Oct-25	1.00		DFC TA Steercom Meeting; CSR Strategy Presentation prep
Tuesday	21-Oct-25	1.00		Follow up from DFC TA Steercom Meeting; CSR Strategy Presentation prep
Wednesday	22-Oct-25	0.50		Draft TA3 Inception Report; Review CorpsAfrica Q3 Progress Report
Thursday	23-Oct-25	1.00		Finalize TA3 Inception Report; CSR Strategy Presentation prep
Friday	24-Oct-25			
Monday	27-Oct-25	1.00		Presentation of Draft CSR Strategy
Tuesday	28-Oct-25	1.00		Prep for DFC Quarterly Update and MP3 Submission
Wednesday	29-Oct-25	1.00		Prep for DFC Quarterly Update and MP3 Submission; TA3 Check-In Meeting
Thursday	30-Oct-25	1.00		CorpsAfrica Q3 Progress Review Meeting; Follow up from Presentation of Draft CSR Strategy
Friday	31-Oct-25	1.00		Finalize DFC Quarterly Update and MP3 Submission
	<b>Total Days</b>	<b>12.0</b>	<b>0.0</b>	<b>12.0</b>