Person	Task description	Date due	Estimated hours required to complete	Date completed	Actual hours taken to complete
Week 1: January 8-15					
Ed	Writeup minutes and update task matrix	1/8/2011	0.3	1/8/2011	0.25
Ed	Develop "Customer" use case	1/12/2011	1	1/11/2011	1
Ed	Write one paragraph system description for Requirements	1/12/2011	0.5	1/12/2011	0.25
Ed	Critique Beth's use case	1/13/2011	0.5	1/13/2011	0.5
Totals for Ed			2.3		2
Beth	Develop "Vendor" use case	1/12/2011	1	1/12/2011	1
Beth	Critique Rita's use case	1/13/2011	0.5	1/13/2011	0.5
Totals for Beth			1.5		1.5
Rita	Develop "Manager" use case	1/12/2011	1	1/12/2011	1
Rita	Critique Ed's use case	1/13/2011	0.5	1/13/2011	0.5
Rita	Merge use cases and description into Requirements draft	1/14/2011	0.5	1/14/2011	0.5
Totals for Rita			2		2
Week 2: January 15-22					
Ed	Develop screens for Manager use case	1/18/2011	2		
Ed	Critique Rita's screens	1/20/2011	1		
Totals for Ed			3		
Beth	Writeup minutes and update task matrix	1/15/2011	0.25	1/15/2011	0.25
Beth	Develop screens for Customer use case	1/18/2011	2		
Beth	Critique Ed's screens	1/20/2011	1		
Totals for Beth			3.25		

Rita	Develop screens for Vendor use case	1/18/2011	2
Rita	Critique Beth's screens	1/20/2011	1
Totals for Rita			3