**Date:** 2/27/16

**Start Time:** 5:00 pm

**Task:** Create Project Update 2 Presentation

**Time Estimate:** 2 hours

**Actual Time**: 2.5 hours

**Notes:** Although the presentation I created had little by way of content on it, I also drafted a word document to go along with it so that I could come up with an idea of how I wanted to present and what I wanted to say. That gave me a basis for the verbal portion of the presentation. Drafting the word document took at least as long as creating the presentation. This is why a minimal presentation took 2.5 hours to complete.