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|---------------------|---------------------|
| <b>Name</b>         | <b>Derek Thomas</b> |
| <b>Project Team</b> | <b>TerumoBCT</b>    |

|                 | Date  |       |       |       |       |       |        |            |
|-----------------|-------|-------|-------|-------|-------|-------|--------|------------|
| Task            | 4-Oct | 5-Oct | 6-Oct | 7-Oct | 8-Oct | 9-Oct | 10-Oct | Week Total |
| Lecture         |       | 1.25  |       |       |       |       |        | 1.25       |
| Read/Study      |       |       |       |       |       |       |        | 0          |
| Team Meting     |       |       | 0.5   |       |       |       |        | 0.5        |
| Sponsor Meeting |       |       |       |       |       |       |        | 0          |
| Task aaaaa      |       |       |       |       |       |       |        | 0          |
| Task bbbbb      |       |       |       |       |       |       |        | 0          |
| Task ccccc      |       |       |       |       |       |       |        | 0          |
| Task xxxxxx     |       |       |       |       |       |       |        | 0          |
| Task yyyyy      |       |       |       |       |       |       |        | 0          |
| Task zzzzzz     |       |       |       |       |       |       |        | 0          |
| Daily Total     | 0     | 1.25  | 0.5   | 0     | 0     | 0     | 0      | 1.75       |

*Work is tracked in hours spent.*

*Total hours per week should be 12-16.*

*Tasks align with the project plan*

*Tasks will appear and fall off with each successive week*

*Fill this sheet out each week - keep for your records and submit a copy to your TA*

*If you are spending more than about 10 minutes per week filling this out, you are probably overthinking it*

*It is intended both as an accountability tool and as validation for your estimates*