

<b>Name</b>	<b>Simon Koeten</b>
<b>Project Team</b>	<b>Terumo BCT</b>

	<b>Date</b>							
<b>Task</b>	<b>25-Jan</b>	<b>26-Jan</b>	<b>27-Jan</b>	<b>28-Jan</b>	<b>29-Jan</b>	<b>30-Jan</b>	<b>31-Jan</b>	<b>Week Total</b>
Lecture	1							1
Sponsor Meeting	1							1
Team Meeting		1						1
Research						0.5	0.5	1
Daily Total	2	1	0	0	0	0.5	0.5	4

*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*