

<b>Name</b>	<b>Erik Pohle</b>
<b>Project Team</b>	<b>Terumo BCT</b>

	<b>Date</b>							
<b>Task</b>	<b>15-Nov</b>	<b>16-Nov</b>	<b>17-Nov</b>	<b>18-Nov</b>	<b>19-Nov</b>	<b>20-Nov</b>	<b>21-Nov</b>	<b>Week Total</b>
Lecture		1.25						1.25
Team Meeting				1				1
DB/VPN Setup				1			0.5	1.5
Daily Total	0	1.25	0	2	0	0	0.5	3.75

*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*