

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

	<b>Date</b>							
<b>Task</b>	<b>5-Apr</b>	<b>6-Apr</b>	<b>7-Apr</b>	<b>8-Apr</b>	<b>9-Apr</b>	<b>10-Apr</b>	<b>11-Apr</b>	<b>Week Total</b>
Lecture	1							1
Sponsor Meeting								0
Team Meeting			1			2		3
Work				2.5		1	2	5.5
Research								0
Daily Total	1	0	1	2.5	0	3	2	9.5

*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*