

Name	Simon Koeten							
Project Team	Terumo BCT							
	Date							
Task	11-Oct	12-Oct	13-Oct	14-Oct	15-Oct	16-Oct	17-Oct	Week Total
Lecture		1.25						1.25
Read/Study								0
Team Meting				1				1
Sponsor Meeting								0
Requirements				0.5				0.5
Daily Total	0	1.25	0	1.5	0	0	0	2.75
<i>Work is tracked in hours spent.</i>								
<i>Total hours per week should be 12-16.</i>								
<i>Tasks align with the project plan</i>								
<i>Tasks will appear and fall off with each successive week</i>								
<i>Fill this sheet out each week - keep for your records and submit a copy to your TA</i>								
<i>If you are spending more than about 10 minutes per week filling this out, you are probably overthinking it</i>								
<i>It is intended both as an accountability tool and as validation for your estimates</i>								