

Name	Erik Pohle
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
Project Requirements				0.5				0.5
Team Meeting				0.5				0.5
Project Charter	1							1
Daily Total	1	1.25	0	1	0	0	0	3.25

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