Name	Andrew Yee
Project Team	Leeds School of Business

Task	28-Sep	29-Sep	30-Sep	1-Oct	2-Oct	3-Oct	4-Oct	Week Total
Lecture	1.25							1.25
Read/Study								0
Team Meeting				1				1
Sponsor Meeting		1						1
Parse speaker from text	1							1
Review pull requests	0.5	0.25						0.75
Project Charter		2.5	1.5	0.5	0.5		0.5	5.5
								0
								0
								0
Daily Total	2.75	3.75	1.5	1.5	0.5	0	0.5	10.5

(Header "Date" spans columns 28-Sep through 4-Oct)

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