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Project Team	Leeds School of Business

	Date							
Task	7-Sep	8-Sep	9-Sep	10-Sep	11-Sep	12-Sep	13-Sep	Week Total
Lecture								0
Read/Study								0
Team Meeting		1						1
Sponsor Meeting								0
Team Communication Setup		1						1
Contact TA to setup meeting				1				1
								0
								0
								0
								0
Daily Total	0	2	0	1	0	0	0	3

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