

Name	Owen Fulton								
Project Team	Lockheed Martin 2								
	Date								
Task	23-Nov	24-Nov	25-Nov	26-Nov	27-Nov	28-Nov	29-Nov	Week Total	
Lecture								0	
Read/Study								0	
Team Meeting	1							1	
Sponsor Meeting								0	
Token Clearance			0.5					0.5	
Database Training								0	
Responding to emails		1					1	2	
TA Meeting		0.5						0.5	
Task yyyy								0	
Task zzzzz								0	
Daily Total	1	1.5	0.5	0	0	0	1	4	
<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</i>									
<i>It is intended both as an accountability tool and as validation for your estimates</i>									