

Name	Owen Fulton								
Project Team	Lockheed Martin 2								
	Date								
Task	12-Apr	13-Apr	14-Apr	15-Apr	16-Apr	17-Apr	18-Apr	Week Total	
Lecture	1							1	
Read/Study								0	
Team Meeting	1			1				2	
Sponsor Meeting		1						1	
Reporting								0	
Documentation				1	1			2	
Sim team meetings			1	1		1	1	4	
TA Meeting			0.5					0.5	
Task yyyy								0	
Task zzzzz								0	
Daily Total	2	1	1.5	3	1	1	1	10.5	
<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>									