

Name	Owen Fulton								
Project Team	Lockheed Martin 2								
	Date								
Task	11-Jan	12-Jan	13-Jan	14-Jan	15-Jan	16-Jan	17-Jan	Week Total	
Team Meeting	1			1				2	
Sponsor Meeting		2						2	
								0	
								0	
								0	
								0	
								0	
								0	
								0	
Task zzzzzz								0	
Daily Total	1	2	0	1	0	0	0	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>									