

Name	Owen Fulton								
Project Team	Lockheed Martin 2								
	Date								
Task	9-Nov	10-Nov	11-Nov	12-Nov	13-Nov	14-Nov	15-Nov	Week Total	
Lecture	1.5							1.5	
Read/Study								0	
Team Meeting	1			1				2	
Sponsor Meeting			1					1	
Token Clearance			0.5					0.5	
Database Training		2						2	
Responding to emails							1.5	1.5	
TA Meeting		1						1	
Task yyyy								0	
Task zzzzz								0	
Daily Total	2.5	3	1.5	1	0	0	1.5	9.5	
<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>									