

Name	Owen Fulton								
Project Team	Lockheed Martin 2								
	Date								
Task	2-Nov	3-Nov	4-Nov	5-Nov	6-Nov	7-Nov	8-Nov	Week Total	
Lecture	1.5							1.5	
Read/Study								0	
Team Meeting	1			1				2	
Sponsor Meeting								0	
Token Clearance		0.5	0.5		0.5	1		2.5	
								0	
Task ccccc								0	
Task xxxxxx								0	
Task yyyyy								0	
Task zzzzzz								0	
Daily Total	2.5	0.5	0.5	1	0.5	1	0	6	
<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>									