

<b>Name</b>	<b>Owen Fulton</b>								
<b>Project Team</b>	<b>Lockheed Martin 2</b>								
	<b>Date</b>								
<b>Task</b>	<b>29-Mar</b>	<b>30-Mar</b>	<b>31-Mar</b>	<b>1-Apr</b>	<b>2-Apr</b>	<b>3-Apr</b>	<b>4-Apr</b>	<b>Week Total</b>	
Lecture	1.5							1.5	
Read/Study								0	
Team Meeting	1			1		1	1	4	
Sponsor Meeting		1						1	
Reporting			1	0.5	1			2.5	
Documentation					0.5	0.5		1	
								0	
TA Meeting			0.5					0.5	
Task yyyy								0	
Task zzzzz								0	
Daily Total	2.5	1	1.5	1.5	1.5	1.5	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>									