

<b>Name</b>	<b>Owen Kutzscher</b>							
<b>Project Team</b>	<b>MS-CS-Insights</b>							
	<b>Date</b>							
<b>Task</b>	<b>W</b>	<b>TH</b>	<b>F</b>	<b>S</b>	<b>SU</b>	<b>M</b>	<b>T</b>	<b>Week Total</b>
								0
								0
Team Meting	0,5							0,5
Sponsor Meeting	0,25							0,25
TA Meeting								0
Proj Status Report	0,30							0,30
Other Deliverables	0,2	1						1,2
Finish Basic Login Pag	1		1					2
								0
								0
Daily Total	2,25	1	1	0	0	0	0	4,25
Work is tracked in hours spent.								
Total hours per week should be 12-16.								
Tasks align with the project plan								
Tasks will appear and fall off with each successive week								
Fill this sheet out each week - keep for your records and submit a copy to your TA								
If you are spending more than about 10 minutes per week filling this out, you are probably overthinking it								
It is intended both as an accountability tool and as validation for your estimates								