

Name	Owen Kutzscher							
Project Team	MS-CS-Insights							
	Date							
Task	W	TH	F	S	SU	M	T	Week Total
								0
Lecture						0.7		0.7
Team Meting	0.25							0.25
Sponsor Meeting	0.25							0.25
TA Meeting								0
Proj Status Report					0.1			0.1
Convert username to email		0.5					1	1.5
Pass reset page						1		1
								0
								0
Daily Total	0.5	0.5	0	0	0.1	1.7	1	3.8
<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 it</i>								
<i>It is intended both as an accountability tool and as validation for your estimates</i>								