

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	
Other Deliverables								0	
								0	
								0	
								0	
Daily Total	0.5	0	0	0	0.1	0.7	0	1.3	
<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>									