

<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	
Lecture						0.7		0.7	
Team Meting	0.25							0.25	
Sponsor Meeting	0.25							0.25	
TA Meeting								0	
Proj Status Report								0	
Other Deliverables								0	
								0	
								0	
								0	
Daily Total	0.5	0	0	0	0	0.7	0	1.2	
<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>									