

<b>Name</b>	<b>Jerry Li</b>
<b>Project Team</b>	<b>NASA JPL</b>

	Date							
<b>Task</b>	<b>21-Sep</b>	<b>22-Sep</b>	<b>23-Sep</b>	<b>24-Sep</b>	<b>25-Sep</b>	<b>26-Sep</b>	<b>27-Sep</b>	<b>Week Total</b>
Lecture		1.25						1.25
Read/Study		1	1					2
Team Meeting				1				1
Sponsor Meeting		0.5						0.5
TA Meeting								0
Project Charter				0.5				0.5
								0
								0
								0
								0
Daily Total	0	2.75	1	1.5	0	0	0	5.25

*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 over*

*It is intended both as an accountability tool and as validation for your estimates*

*erthinking it*