

Name	Nathan Khazam							
Project Team	NASA JPL							
	Date							
Task	1-Feb	2-Feb	3-Feb	4-Feb	5-Feb	6-Feb	7-Feb	Week Total
Lecture		1.5						1.5
Read/Study								0
Team Meting				1				1
Sponsor Meeting		1						1
TA Meeting				1				1
Project Charter								0
CLI work			0.5			0.5		1
Benchmarking		0.5						0.5
								0
								0
Daily Total	0	3	0.5	2	0	0.5	0	6
<p><i>Work is tracked in hours spent.</i></p> <p><i>Total hours per week should be 12-16.</i></p> <p><i>Tasks align with the project plan</i></p> <p><i>Tasks will appear and fall off with each successive week</i></p> <p><i>Fill this sheet out each week - keep for your records and submit a copy to your TA</i></p> <p><i>If you are spending more than about 10 minutes per week filling this out, you are probably overthinking it</i></p> <p><i>It is intended both as an accountability tool and as validation for your estimates</i></p>								