

<b>Name</b>	<b>Patrick Hunt</b>
<b>Project Team</b>	<b>NASA-JPL</b>

	<b>Date</b>							
<b>Task</b>	<b>27-Oct</b>	<b>28-Oct</b>	<b>29-Oct</b>	<b>30-Oct</b>	<b>31-Oct</b>	<b>1-Nov</b>	<b>2-Nov</b>	<b>Week Total</b>
Lecture	1.25							1.25
Read/Study		0.5						0.5
Team Meeting			1.5					1.5
Sponsor Meeting								0
TA Meeting				1				1
Project Research							1	1
<b>Daily Total</b>	<b>1.25</b>	<b>0.5</b>	<b>1.5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>5.25</b>

*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 overthinking it*

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