

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

	Date							
Task	14-Sep	15-Sep	16-Sep	17-Sep	18-Sep	19-Sep	20-Sep	Week Total
Lecture		1.5	0.5					2
Read/Study					1		1	2
Team Meting				0.5			1	1.5
Sponsor Meeting				0.5				0.5
Task aaaaa								0
Task bbbbbb								0
Task ccccc								0
Task xxxxxx								0
Task yyyyyy								0
Task zzzzzz								0
Daily Total	0	1.5	0.5	1	1	0	2	6

*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*