

Name	Parker Secrest
Project Team	NASA JPL

Task	Date							Week Total
	20-Oct	21-Oct	22-Oct	23-Oct	24-Oct	25-Oct	26-Oct	
Lecture	1.25							1.25
Read/Study								0
Team Meeting			1.5					1.5
Sponsor Meeting	1							1
TA Meeting								0
Project Research		1		1				2
								0
								0
								0
Daily Total	2.25	1	1.5	1	0	0	0	5.75

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

