

Project Team	NASA JPL

	Date							
Task	2-Feb	3-Feb	4-Feb	5-Feb	6-Feb	7-Feb	8-Feb	Week Total
Lecture	1							1
Read/Study		1					0.5	1.5
Team Meting	0.5			1				1.5
Sponsor Meeting	0.5							0.5
Task aaaaa								0
Task bbbbb								0
Task ccccc								0
Task xxxxxx								0
Task yyyyy								0
Task zzzzzz								0
Daily Total	2	1	0	1	0	0	0.5	4.5

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