

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

	Date							
Task	20-Oct	21-Oct	22-Oct	23-Oct	24-Oct	25-Oct	26-Oct	Week Total
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
								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*

