

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

	Date							
Task	28-Sep	29-Sep	30-Sep	1-Oct	2-Oct	3-Oct	4-Oct	Week Total
Lecture		1.25						1.25
Read/Study								0
Team Meeting				1				1
Sponsor Meeting		1						1
TA Meeting					0.75			0.75
Research							2	2
								0
								0
								0
								0
Daily Total	0	2.25	0	1	0.75	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 is intended both as an accountability tool and as validation for your estimates*

*it*