

Name	Nathan Khazam							
Project Team	NASA JPL							
	Date							
Task	25-Jan	26-Jan	27-Jan	28-Jan	29-Jan	30-Jan	31-Jan	Week Total
Lecture		1.5						1.5
Read/Study								0
Team Meting				1				1
Sponsor Meeting		1						1
TA Meeting								0
Project Charter								0
Code Improvements			1		0.5			1.5
Project Reserach								0
								0
								0
Daily Total	0	2.5	1	1	0.5	0	0	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								