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|---------------------|-----------------|
| <b>Name</b>         |                 |
| <b>Project Team</b> | <b>NASA JPL</b> |

|                                      | Date   |        |        |        |        |        |        |            |
|--------------------------------------|--------|--------|--------|--------|--------|--------|--------|------------|
| Task                                 | 12-Oct | 13-Oct | 14-Oct | 15-Oct | 16-Oct | 17-Oct | 18-Oct | Week Total |
| Lecture                              |        | 1.5    |        |        |        |        |        | 1.5        |
| Read/Study                           |        |        |        |        |        |        |        | 0          |
| Team Meting                          |        |        |        | 1.5    | 0.5    |        |        | 2          |
| Sponsor Meeting                      |        | 1      |        |        |        |        |        | 1          |
| Midterm                              |        |        |        | 1      |        |        |        | 1          |
| Computer stuff<br>(WSL and installs) |        |        |        |        |        | 2.5    |        | 2.5        |
| programming                          |        |        |        |        |        |        |        | 0          |
| Task xxxxxx                          |        |        |        |        |        |        |        | 0          |
| Task yyyyyy                          |        |        |        |        |        |        |        | 0          |
| Task zzzzzz                          |        |        |        |        |        |        |        | 0          |
| Daily Total                          | 0      | 2.5    | 0      | 2.5    | 0.5    | 2.5    | 0      | 8          |

*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*

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