

<b>Name</b>	<b>Patrick Hunt</b>
<b>Project Team</b>	<b>NASA-JPL</b>

	<b>Date</b>							
<b>Task</b>	<b>19-Jan</b>	<b>20-Jan</b>	<b>21-Jan</b>	<b>22-Jan</b>	<b>23-Jan</b>	<b>24-Jan</b>	<b>25-Jan</b>	<b>Week Total</b>
Lecture								0
Read/Study								0
Team Meeting			1.5					1.5
Sponsor Meeting								0
TA Meeting					1			1
								0
Daily Total	0	0	1.5	0	1	0	0	2.5

*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*