

Name	Patrick Hunt
Project Team	NASA-JPL

	Date							
Task	16-Feb	17-Feb	18-Feb	19-Feb	20-Feb	21-Feb	22-Feb	Week Total
Lecture	1.5							1.5
"Gold Standard" Model Output					1			1
Team Meeting			1.5					1.5
Sponsor Meeting								0
TA Meeting			0.5					0.5
CSV Script			0.5					0.5
In person team meeting							3	3
Daily Total	1.5	0	2.5	0	1	0	3	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