

<b>Name</b>	<b>Matthew Ruiz Diaz</b>
<b>Project Team</b>	<b>Studio To Stadium</b>

	Date							
Task	16-Oct	17-Oct	18-Oct	19-Oct	20-Oct	21-Oct	22-Oct	Week Total
Lecture		1						1
Read/Study								0
Team Meeting				1				1
Sponsor Meeting			1					1
Task meet TA								0
Task bbbbbb								0
Task ccccc								0
Task xxxxxx								0
Task yyyyyy								0
Task zzzzzz								0
Daily Total	0	1	1	1	0	0	0	3

*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*