

|                     |                       |
|---------------------|-----------------------|
| <b>Name</b>         | <b>Parth Shrestha</b> |
| <b>Project Team</b> | <b>CADUS NYAGI</b>    |

|                 | Date   |        |        |        |        |        |        |            |
|-----------------|--------|--------|--------|--------|--------|--------|--------|------------|
| Task            | 24-Oct | 25-Oct | 26-Oct | 27-Oct | 28-Oct | 29-Oct | 30-Oct | Week Total |
| Lecture         | 1      |        |        |        |        |        |        | 1          |
| Read/Study      |        |        | 2      | 2      | 4      |        |        | 8          |
| Team Meting     |        |        |        |        |        |        | 1      | 1          |
| Sponsor Meeting |        |        |        |        |        |        | 1      | 1          |
|                 |        |        |        |        |        |        |        |            |
|                 |        |        |        |        |        |        |        |            |
|                 |        |        |        |        |        |        |        |            |
|                 |        |        |        |        |        |        |        |            |
|                 |        |        |        |        |        |        |        |            |
| Daily Total     | 1      | 0      | 2      | 2      | 4      | 0      | 2      | 11         |

*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*