

|                     |                     |
|---------------------|---------------------|
| <b>Name</b>         | <b>Robert Sarno</b> |
| <b>Project Team</b> | <b>Full Contact</b> |

|                     | Date |     |     |     |     |     |     |            |
|---------------------|------|-----|-----|-----|-----|-----|-----|------------|
| Task                | Mon  | Tue | Wed | Thu | Fri | Sat | Sun | Week Total |
| Lecture             | 1    |     |     |     |     |     |     | 1          |
| Team Meeting        | 1    |     |     |     |     |     |     | 1          |
| Sponsor Meeting     |      |     |     | 1   |     |     |     | 1          |
| Clean up Spark Jobs |      |     | 1   | 1   |     |     |     | 2          |
|                     |      |     |     |     |     |     |     |            |
|                     |      |     |     |     |     |     |     |            |
|                     |      |     |     |     |     |     |     |            |
|                     |      |     |     |     |     |     |     |            |
|                     |      |     |     |     |     |     |     |            |
|                     |      |     |     |     |     |     |     |            |
| Daily Total         | 2    | 0   | 1   | 2   | 0   | 0   | 0   | 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*