

Name	Robert Sarno
Project Team	Full Contact

	Date					
Task	16-Nov	17-Nov-2020	18-Nov	19-Nov	20-Nov	21-Nov
Lecture	1.5					
Read Study						
Team Meting	0.5					
Review IdentiGraph			0.5			
Presentation			1			3
Sponsor Meeting					1	
Daily Total	2	0	1.5	0	1	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

22-Nov	Week Total
	1.5
	0
	0.5
	0.5
	4
	1
	0
	0
	0
	0
0	7.5