

<b>Name</b>	<b>Valyria McFarland</b>
<b>Project Team</b>	<b>FullContact</b>

	Date							
Task	25-Jan	26-Jan	27-Jan	28-Jan	29-Jan	30-Jan	31-Jan	Week Total
Lecture	1.5							1.5
Read/Study								0
Team Meeting								0
Sponsor Meeting		0.5		0.5				1
API		0.5						0.5
Daily Total	1.5	1	0	0.5	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*