

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

	Date					
Task	2-Nov	3-Nov-2020	4-Nov	5-Nov	6-Nov	7-Nov
Lecture						
Read Study						
Team Meeting	1					
Sponsor Meeting					1	
Project Plan	1					
Task 4			2.5	0.5		
Status Report						
Midterm Essay	1					
Daily Total	3	0	2.5	0.5	1	0

*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 is intended both as an accountability tool and as validation for your estimates*

8-Nov	Week Total
	0
	0
	1
	1
	1
	3
0.5	0.5
	1
	0
	0
0.5	7.5

it