

Name	Robert Sarno
Project Team	Full Contact

	Date					
Task	11-Oct	12-Oct-2020	13-Oct	14-Oct	15-Oct	16-Oct
Lecture	1					
Read Study		1				
Team Meting				0.5		
Sponsor Meeting						1.5
Spark PQ						
Status Report		1				
Daily Total	1	2	0	0.5	0	1.5

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

17-Oct	Week Total
	1
	1
	0.5
	1.5
1	1
	1
	0
	0
	0
	0
1	6

it