

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

	Date							
Task	19-Oct	20-Oct	21-Oct	22-Oct	23-Oct	24-Oct	25-Oct	Week Total
Lecture	1							1
Read/Study								0
Team Meting								0
Sponsor Meeting			2.5		1			3.5
Spark Interview Question					0.5			0.5
Signing Project Charter					0.5			0.5
Daily Total	1	0	2.5	0	2	0	0	5.5

*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*