

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

	Date						
Task	18-Oct	19-Oct-2020	20-Oct	21-Oct	22-Oct	23-Oct	24-Oct
Lecture	1						
Read Study		1					
Team Meeting				2.5			
Sponsor Meeting						1	
Spark PQ							1
Signing PC						0.5	
Daily Total	1	1	0	2.5	0	1.5	1

*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*

Week Total
1
1
2.5
1
1
0.5
0
0
0
0
7