

<b>Name</b>	<b>Joshua Hamel</b>
<b>Project Team</b>	<b>FullContact</b>

	<b>Date</b>							
<b>Task</b>	<b>Sun</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>	<b>Sat</b>	<b>Week Total</b>
Read/Study		1		2		2		5
Class		1						1
Sponsor				1		1		2
Team Meeting					1			1
Daily Total	0	2	0	3	1	3	0	9

*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*

