

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

	Date							
Task	21-Sep	22-Sep	23-Sep	24-Sep	25-Sep	26-Sep	27-Sep	Week Total
Lecture	1							1
Read/Study	1	0.5	0.5	1				3
Team Meting			0.5					0.5
Sponsor Meeting					1			1
Task aaaaa								0
Task bbbbbb								0
Task ccccc								0
Task xxxxxx								0
Task yyyyy								0
Task zzzzzz								0
Daily Total	2	0.5	1	1	1	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*