

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

	<b>Date</b>							
<b>Task</b>	<b>15-Feb</b>	<b>16-Feb</b>	<b>17-Feb</b>	<b>18-Feb</b>	<b>19-Feb</b>	<b>20-Feb</b>	<b>21-Feb</b>	<b>Week Total</b>
Lecture	1							1
Read/Study								0
Team Meting	0.5							0.5
Sponsor Meeting	0.5			1				1.5
Index Comp Spark Job							2	2
Daily Total	2	0	0	1	0	0	2	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*