

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

	Date					
Task	26-Oct	27-Oct-2020	28-Oct	29-Oct	30-Oct	31-Oct
Lecture	1					
Read Study		1				
Team Meting	0.5					
Sponsor Meeting					1	
Task 1	0.5	2	2.5			
Task 2				1	1	
Status Report						
Daily Total	2	3	2.5	1	2	0

*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*

1-Nov	Week Total
	1
	1
	0.5
	1
	5
	2
0.5	0.5
	0
	0
	0
0.5	11

it