

<b>Name</b>	<b>Liam McCarthy</b>
<b>Project Team</b>	<b>Full Contact</b>

	<b>Date</b>							
<b>Task</b>	<b>19-Apr</b>	<b>20-Apr</b>	<b>21-Apr</b>	<b>22-Apr</b>	<b>23-Apr</b>	<b>24-Apr</b>	<b>25-Apr</b>	<b>Week Total</b>
Lecture	1							1
Team Meeting	1							1
Sponsor Meeting	1			1				2
Create Presentation for sponsor		1.5	1	0.5				3
Meeting to get project presentation feedback				2				2
Daily Total	3	1.5	1	3.5	0	0	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*

*It is intended both as an accountability tool and as validation for your estimates*