

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

	Date							
Task	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week Total
Lecture								0
Team Meeting	1							1
Sponsor Meeting				1				1
Working in UI				1.5				1.5
Daily Total	1	0	0	2.5	0	0	0	3.5

*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*