

MCI Project Weekly Time Sheet

Team

27 Student ID a1770710

Week starting:

8/3/21

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	8/3/21	9:00 AM	10:00 AM	1	1. Prepare questions for the client meeting 2. Prepare minutes template	I believe finishing these tasks can help me better understand and plan for the project.	After reading through project description, I listed 6 questions that I need to ask for clarification from the client. I also created a simplified template for the
Tuesday	9/3/21	3:00 PM	4:30 PM	1.5	1. First client meeting 2. Summarise key information and prepare meeting minutes	These tasks helped our team to better understand the project and become clear on what needs to be done.	we had a productive conversation with the client and are clear on the tasks to be done for the week
Wednesday	10/3/21	4:30 PM	6:00 PM	1.5	1. Study whether Cordova framework is suitable for the project. 2. Learn about presentation skills in workshop	1. Studying Cordova helped us determine the most suitable framework/programming languages for this project. 2. I learned some	1. I discovered that Cordova is capable of meeting the requirements of the project. We will be using Cordova for this project.
Thursday	11/3/21	9:30 AM	10:00 AM	0.5	Discuss Mockup issues with teammates	We decided what elements/pages should be included in the App.	my teammate created a sketch of the App. I will convert the sketch into a proper mockup using
Friday	12/3/21	9:00 AM	12:30 PM	3.5	Create the mockup using Adobe XD.	This gives us a clearer picture of what the App should look like and what functionalities it should provide.	I have created the first draft. Next, I need to review the draft, discuss with my teammates and fix the potential problems.
Saturday	13/3/21	9:00 AM	9:30 AM	0.5	Fix problems in the mockup	I adjusted the App design to better fit the requirements.	I will share the mockup in the team drive.
Total				8.5			

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Week starting:

15/3/21

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	15/3/21	2:00 PM	4:00 PM	2	1. Prepare agenda for the second meeting 2. Attend lecture	1. Preparing the agenda makes it clearer what we have done so far and what	Share the agenda and find a team member to contact the client to schedule the
Tuesday	16/3/21	2:00 PM	5:00 PM	3	1. Revise JavaScript 2. Study MongoDB	This helps me to familiarise myself with the main programming language and the database we will use for the project	I got a basic idea of how we should use MongoDB and what information should be stored in it.
Wednesday	17/3/21	5:00 PM	6:00 PM	1	Attend the workshop and learn about the milestone report.	This helps me better understand what needs to be done for the milestone report.	I learned a few main points we need to pay attention to when writing the milestone report.
Thursday	18/3/21	4:00 PM	6:30 PM	2.5	Discuss pitch presentation with teammates.	This helps us get on the same page regarding how the pitch presentation should be organised and what	We will start preparing for the pitch and complete by Monday next week.
Friday	19/3/21	8:30 AM	11:30 AM	3	1. Client meeting 2. Write the first draft for pitch presentation	The client meeting is important for us to receive feedback from the client and	we found some problems we need to fix in our milestone plan during the client meeting.
Saturday	20/3/21	8:00 PM	9:00 PM	1	Continue writing the draft for the pitch presentation.	This helps me to be better prepared for the pitch presentation.	I have finished the initial draft. I need to review the draft and start making the
Total				12.5			

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Week starting:

22/3/21

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	22/3/21	2:00 PM	4:00 PM	2	1. Review my part of the slides for the pitch presentation. 2. Watch lecture	These activities can help me identify deficiencies in the content of our pitch.	The lecture helped me to better understand the pitch presentation. I will correct a few places in my
Tuesday	23/3/21	2:00 PM	3:00 PM	1	Review the script for the pitch presentation.	In the process of preparing for the pitch presentation.	I adjusted my script based on the changes I made to the slides
Wednesday	24/3/21	1:30 PM	4:00 PM	2.5	1. Study about software file structure and initialise our project. 2. Finish some server	I slightly moved forward with the backend development, which is the task for the first milestone	I committed the initialised server files and Cordova project files to Github.
Thursday	25/3/21	10:30 AM	12:00 PM	1.5	1. Client meeting 2. Continue to familiarise myself with my script.	In the process of preparing for the pitch presentation.	I completed 90% of my pitch preparation.
Friday	26/3/21	1:30 PM	2:30 PM	1	Adjust the script, practice pitching	In the process of preparing for the pitch presentation.	I am ready for the video recording.
Saturday	27/3/21	8:00 PM	9:00 PM	1	Read through assignment requirements for the business case & draft plan	Start of the preparation for the Business Case & Draft Plan	I made a list of tasks we need to complete.
Total				9			

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Week starting:

29/3/21

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	29/3/21	9:30 AM	1:30 PM	4	1. Record pitch presentation video 2. Write milestone plan for the Business	End of the Pitch presentation preparation and the beginning of the preparation for the Business Case&Draft	The pitch presentation is finished. I completed 80% of the draft for the milestone plan.
Tuesday	30/3/21	9:00 AM	12:00 PM	3	1. Complete the first draft for the milestone plan 2. Create a template for	This is part of the preparation for the business case & draft plan	I finished the first draft for the milestone plan and the feasibility analysis for the
Wednesday	31/3/21	10:30 AM	11:30 AM	1	Review the milestone plan.	This is part of the preparation for the business case & draft plan.	I fitted the milestone plan into the template provided on MyUni.
Thursday	1/4/21	8:00 AM	11:30 AM	3.5	1. Watch lecture recordings. 2. Review and adjust	In the process of preparing for the Business Case & Draft Plan.	To meet the assignment requirements, we eliminated the Gantt chart
Friday	2/4/21	8:00 AM	8:00 AM	0	Break	Break	Break
Saturday	3/4/21	9:00 AM	9:30 AM	0.5	Final review of B.Case&Draft Plan	in the process of preparing for the Business Case & Draft Plan	I modified the project goal a bit.
Total				12			

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Week starting:

5/4/21

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	5/4/21	9:30 AM	11:00 AM	1.5	Start coding for the database.	In the process of reaching milestone 1.	I finished some database initialisation code and the function for creating a new
Tuesday	6/4/21	6:00 PM	10:00 PM	4	1. Watch pitch videos and prepare questions 2. Watch workshop	This first task is part of the pitch presentation process. The second task is for	I posted 2 questions for 2 teams; Team members became
Wednesday	7/4/21	9:00 PM	9:30 PM	0.5	Go through discussion board, answer one question;	Part of the Q&A process for the pitch presentation.	I answered one question from other team and posted one question.
Thursday	8/4/21	8:00 AM	8:00 AM	0	Break	Break	Break
Friday	9/4/21	8:00 AM	9:00 AM	1	Final review of the discussion board.	This marks the completion of the pitch presentation.	I will start preparing for reaching the first milestone next
Saturday	10/4/21	9:00 AM	11:00 AM	2	Learn about servers.	This helps me to complete the tasks for the first milestone	I am ready to start developing the server.
Total				9			

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Week starting:

12/4/21

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	12/4/21	8:00 AM	8:00 AM	0	Break	Break	Break
Tuesday	13/4/21	10:00 AM	11:00 AM	1	Start coding the functions for database interactions	Part of the process for reaching milestone 1.	Next, we will have a team meeting to clarify each team member's
Wednesday	14/4/21	9:00 PM	12:00 PM	3	1. Team meeting 2. Continue coding for the database	Part of the process for reaching milestone 1.	It is confirmed that I am responsible for making the server and the database. I
Thursday	15/4/21	9:00 AM	1:00 PM	4	Code for the server	Part of the process for reaching milestone 1.	I found that Firebase may be more suitable for this project, so I switched our
Friday	16/4/21	9:00 AM	11:00 AM	2	Continue coding for the database	making progress towards reaching milestone 1 by	I almost finished the client-side database interactions.
Saturday	17/4/21	9:00 AM	11:00 AM	2	Continue coding for the database	making progress towards reaching milestone 1 by	I finished the server-side database interactions.
Total				12			

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Week starting:

19/4/21

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	19/4/21	9:00 AM	11:00 AM	2	Add new server-side database interactions.	This improves the server and database interactions, which are part of the tasks for the	I finished the functions I planned to add. I will continue to review and
Tuesday	20/4/21	10:00 AM	11:00 AM	1	Add functions that can count the total number of contacts of the user	This helps with improving the database functions. It is part of the process for reaching	I finished defining and testing the new function.
Wednesday	21/4/21	9:00 PM	10:00 PM	1	Improve database interaction functions based on teammate's	This helps to make my part of the code cooperates better with my teammate's part.	I added the fields and functions my teammate requested.
Thursday	22/4/21	9:00 AM	9:00 AM	0	break	break	break
Friday	23/4/21	9:00 AM	11:00 AM	2	improve database interaction functions based on teammate's	Preparation before merging with my teammates' code.	I added the fields and functions my teammate requested. I found that it is
Saturday	24/4/21	9:00 AM	10:00 AM	1	Learn about GitHub merging.	Part of the process for reaching milestone 1.	I learned how to merge branches and resolve conflicts
Total				7			

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Week starting:

26/4/21

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	26/4/21	1:00 PM	3:00 PM	2	Do research into Bluetooth and test the Bluetooth implementation in our	This is part of the process for reaching milestone 1.	Next, I will keep testing our App before meeting with the client
Tuesday	27/4/21	9:30 AM	11:30 AM	2	Prepare Agenda for the client meeting; prepare for milestone 1 report	This is part of the process for reaching milestone 1.	I contacted our supervisor and set the date for our next meeting and started
Wednesday	28/4/21	3:00 PM	6:00 PM	3	Attend the workshop; final review and testing of our App.	Finishing up the development process for reaching milestone 1.	I cleaned up the database and ensured that we can give a good presentation
Thursday	29/4/21	2:00 PM	5:00 PM	3	Write the milestone 1 report; prepare for the presentation of my part to	Finishing up the project management part of iteration 1.	I finished most parts in the milestone report. I did some more testing and
Friday	30/4/21	9:00 AM	10:00 AM	1	Final review of milestone 1 report.	Finishing up the project management part of iteration 1.	I read through our report again and decided that it is ready for submission
Saturday	1/5/21	9:00 AM	10:00 AM	1	Organise and review the notes I made for the testing plan preparation	This is the start of the preparation for the testing plan development	I gained clearer picture of what is expected in a testing plan
Total				12			

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Week starting:

3/5/21

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	3/5/21	3:00 PM	4:30 PM	1.5	Attend the lecture; final review of milestone 1 report.	This is the end of iteration 1; the lecture helped me to clarify requirements of iteration 2.	I added new reflections to the report; I finished labelling files in GitHub.
Tuesday	4/5/21	9:30 AM	11:30 AM	2	Start writing the plan for milestone 2.	We are currently in the preparation phase of iteration 2.	I completed most of the milestone 2 planning.
Wednesday	5/5/21	9:00 AM	10:00 AM	1	Organise the files and information collected so far.	This helps me to wrap up the tasks so far and start the new iteration.	I will start writing the testing plan tomorrow.
Thursday	6/5/21	8:00 AM	11:00 AM	3	Write the testing plan.	This is one of the tasks of iteration 2.	I finished the project overview in the introduction section.
Friday	7/5/21	9:00 AM	10:00 AM	1	Review and edit the project overview in the testing plan.	I am in the process of planning for the testing, which is one of the activities.	The project overview is officially done. Next I will move on to the definition.
Saturday	8/5/21	9:00 AM	11:00 AM	2	Develop the scope of the testing.	I am in the process of planning for the testing, which is one of the activities.	I finished defining the testing scope.
Total				10.5			

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Week starting:

10/5/21

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	10/5/21	3:00 PM	5:00 PM	2	Review the content I have written so far for the testing plan; attend the	This is part of the planning process for testing; the lecture helps me clarify	I will start writing the testing strategy next.
Tuesday	11/5/21	9:30 AM	11:30 AM	2	Start writing the testing strategy.	This is part of the planning process for testing.	I finished part of the testing scope in the testing strategy section
Wednesday	12/5/21	9:00 AM	11:00 AM	2	Continue writing the testing strategy.	This is part of the planning process for testing.	I finished writing the testing strategy of the part that I am responsible,
Thursday	13/5/21	9:00 AM	11:00 AM	2	Continue writing the testing plan.	This is part of the planning process for testing.	I finished all contents other than the parts my teammates are
Friday	14/5/21	9:00 AM	11:00 AM	2	Review and improve the testing plan	This is part of the planning process for testing.	Next, I will upload the document to google drive for my teammates to
Saturday	15/5/21	9:00 AM	9:00 AM	0	break	break	break
Total				10			

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Week starting:

17/5/21

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	17/5/21	3:00 PM	4:30 PM	1.5	Attend lecture	The lecture helps me to learn more about project management and software	I will continue to work on the testing plan next.
Tuesday	18/5/21	9:30 AM	10:30 AM	1	Re-visit the requirements for the testing plan	This helps me better prepare for the testing.	Continue to revise our testing plan.
Wednesday	19/5/21	9:00 AM	12:00 PM	3	work on the testing plan; Start studying Jest for testing	This is part of the preparation process for the testing	I will start writing the code for testing.
Thursday	20/5/21	9:00 PM	10:00 PM	1	Continue to study Jest and start writing the testing code for firebase.is	I officially started the testing process.	Continue to write code for unit testing.
Friday	21/5/21	9:00 AM	11:00 AM	2	Finish testing of firebase.js; start testing "server/index.js"	Testing process of the project; one of the tasks of iteration 2	I finished part of the testing code for "server/index.js"
Saturday	22/5/21	9:00 AM	11:00 AM	2	Continue to test "server/index.js"	Testing process of the project; one of the tasks of iteration 2	I finished writing the test code. I will start correcting my source code next
Total				10.5			

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Week starting:

24/5/21

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	24/5/21	3:00 PM	4:30 PM	1.5	Final review of the testing plan; attend lecture;	This is the end of the test planning process.	Start writing the testing report.
Tuesday	25/5/21	2:30 PM	10:00 PM	7.5	Code for the front-end	Part of the front-end fixing process for iteration 2.	I have finished transtering most of our front-end interfaces to HTML, CSS
Wednesday	26/5/21	8:30 AM	11:30 AM	3	Code for the front-end	Part of the front-end fixing process for iteration 2.	I finished transtering the whole front-end to HTML, CSS and JS. Now the
Thursday	27/5/21	9:00 PM	10:00 PM	1	Start preparing for the final report.	This is the task for wrapping up the project.	I created the structure of the report and filled in it some initial thoughts.
Friday	28/5/21	8:00 AM	9:30 AM	1.5	Continue to work on the final report; team meeting	Preparing for the poster/demo and final report	We finished allocating works for the poster/demo.
Saturday	29/5/21	9:00 AM	11:00 AM	2	Prepare for the poster.	In the process of wrapping up the project.	I finished most parts of the poster that I'm responsible for.
Total				16.5			

MCI Project Weekly Time Sheet

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Week starting:

31/5/21

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	31/5/21	3:00 PM	5:00 PM	2	Continue to prepare for the poster presentation; attend lecture	Part of the process for wrapping up the project.	Get ready for presenting the poster at the client meeting
Tuesday	1/6/21	8:30 AM	10:30 AM	2	Write final report	Part of the process for wrapping up the project.	Continue to write the final report.
Wednesday	2/6/21	2:30 PM	4:30 PM	2	Client meeting; merge branches on GitHub.	Part of the process for wrapping up the project.	Continue to write the final report and prepare for the poster presentation
Thursday	3/6/21	9:00 AM	10:30 AM	1.5	Write the final report.	Part of the process for wrapping up the project.	I finished writing about the software architecture.
Friday	4/6/21	9:00 AM	11:30 AM	2.5	Record poster presentation video; write the final report	Part of the process for wrapping up the project.	I finished recording the video. Next, I will continue to write the report
Saturday	5/6/21	9:00 AM	11:00 AM	2	Write the final report	Part of the process for wrapping up the project.	Continue to write the final report.
Total				12			