MCI Project Weekly Time Sheet

| Team | 4 | **Student ID** a1801895 | **Student Name** Nhu Quynh Hoa | | | **Week starting:** | 21/3/21 |

Day	Date	Time In	Time Out	Total hours	Task	How does it fit to project plan?	Outcome/Next action
Sunday	21/3/21	9:00 AM	5:00 PM	8:00	Re-designing the database structure	Database is the key point that connects our backend and frontend so it is very important for the project.	To present about our system's database structure to the client in the next meeting
Sunday	21/3/21	10:00 PM	11:00 PM	1:00	Attending the 7th internal team meeting	The meeting was the time that we shared with each other the findings from doing our tasks and planned the tasks for the coming week.	To get prepared for our 3rd client meeting.
Sunday	21/3/21	11:00 PM	1:00 AM	2:00	Preparing the draft pitch presentation slides	The pitch presentation is part of the course assessment.	To present the draft slides to the clients for feedbacks.
Monday	22/3/21	10:00 AM	11:00 AM	1:00	Attending the 3rd client meeting	We updated the client with the project progress and received their feedbacks.	To plan our tasks based on the client's feedbacks and demands.
Monday	22/3/21	11:00 AM	12:00 PM	1:00	Attending the 8th internal team meeting	Right after the meeeting with the client, our mind was fresh and we were able to come up with the to-do list easily.	We managed to plan the tasks according to the client's feedbacks.
Monday	22/3/21	3:00 PM	4:00 PM	1:00	Watching lecture	I learnt about what to prepare for the pitch presentation, business case and project plan.	To apply what the lecturer taught us to our pitch presentation, business case and project plan.
Monday	22/3/21	8:00 PM	11:00 PM	3:00	Discussing with Thanh and Jon to clarify about Thanh's assigned task on the map filter	We tried to clear the backlog before moving on with other tasks	We figured out how to work more effectively as a team.
Tuesday	23/3/21	1:30 PM	2:00 PM	0:30	Reviewing the meeting minutes for the 3rd client meeting	The meeting minutes is part of the course assessment and sent to the client so we need to make sure that it is well-presented.	The meeting minutes is finalised before it's sent out and submitted.
Tuesday	23/3/21	2:00 PM	4:00 PM	2:00	Working with Thanh to prepare the UML diagram for database design	It was highlighted by the client during the meeting that we need to have a diagram for database design to help with the database implementation and maintenance.	To continue helping Thanh to come up with the finalised UML diagram for database design when needed.
Tuesday	23/3/21	4:00 PM	4:15 PM	0:15	Attending the MCI workshop	During the workshop I was able to clear my doubts about the pitch presentation requirements	To apply the knowledge gained for the pitch presentation.
Tuesday	23/3/21	4:30 PM	5:30 PM	1:00	Preparing the draft first milestone plan	The first milestone report is part of the course assessment	To present the draft first milestone plan to the team for discussion
Tuesday	23/3/21	8:00 PM	10:00 PM	2:00	Reading the reference documents provided by the client for pitch presentation preparation	The pitch presentation requires us to explain what the problem is, why we need to solve the problem and the references give us lots of background knowledge to answer these questions	To refer to the reference documents for our pitch presentation
Tuesday	23/3/21	10:00 PM	12:00 AM	2:00	Preparing the draft pitch presentation slides	Preparing the draft pitch presentation slides gave me some ideas on how to structure the presentation and divide the tasks among the teammates.	To present the draft pitch slides to the team during the internal meeting and submit to MyUni for the lecturer's feedbacks.
Wednesday	24/3/21	10:00 PM	11:30 PM	1:30	Attending the 9th internal team meeting	The meeting was when we updated the status of our assigned tasks and planned the tasks for the rest of the week.	Every member was on the same page about the project requirements and what to do next.
Saturday	27/3/21	10:00 AM	6:00 PM	8:00	Researching, Preparing and Revising the pitch presentation slides	The pitch presentation slides are the main tool for us to introduce our project and show how important it is to the listeners	To present the slides to the team during the internal team meeting
Saturday	27/3/21	10:00 PM	11:30 PM	1:30	Attending the 10th internal team meeting	The meeting was when we updated the status of our assigned tasks and planned the tasks for the coming week.	Every member was on the same page about the project requirements and what to do next.
Saturday	27/3/21	11:30 PM	12:30 AM	1:00	Preparing timesheet for week 4 and Uploading the timesheet to GitHub	When preparing the timesheet, I reflect on what I have and have not achieved during the week so that I can monitor my tasks more effectively to keep up with the project pace.	To prepare proposed timesheet for week 5
			Total	**36:45:00**			