

# MCI Project Weekly Time Sheet

Team 3 Student ID a1801895 Student Name Nhu Quynh Hoa Week starting: 11/4/21

Day	Date	Time In	Time Out	Total hours	Task	How does it fit to project plan?	Outcome/Next action
Sunday	4/4/21	10:00 AM	11:00 AM	1:00	Finalising the Business Case and Draft Plan for submission	The business case and draft plan is part of the course assessment.	The business case and draft plan were submitted before deadline.
Sunday	4/4/21	11:00 AM	11:30 AM	0:30	Preparing agenda for the 5th client meeting	The agenda sets clear expectations for all attendees what needs to occur during the meeting. It helps team members prepare, allocates time wisely, quickly gets everyone on the same topic, and identifies when the discussion is complete. It is also part of the course assessment.	To send the agenda for review before sending them to all meeting attendees (at least one day before the next client meeting next Monday) and uploading them to GitHub.
Sunday	4/4/21	11:30 AM	11:45 AM	0:15	Sending agenda for the 5th client meeting to all attendees and Uploading the agenda to GitHub	By sending the agenda to the client, it may help to get the client prepared for the upcoming meeting.	The agenda were sent and uploaded to GitHub.
Tuesday	6/4/21	10:00 AM	11:00 AM	1:00	Attending the 5th 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.
Tuesday	6/4/21	11:00 AM	11:30 AM	0:30	Attending the 14th internal team meeting	Right after the meeting 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.
Tuesday	6/4/21	2:00 PM	2:30 PM	0:30	Preparing meeting minutes for the 5th client meeting	The meeting minutes provide us with a written record of what was discussed and agreed at a meeting, so we will have the same recollections from the meeting and the same ideas about what was agreed. It is also part of the course assessment.	To send the meeting minutes for review before sending them to all attendees and uploading them to GitHub
Tuesday	6/4/21	4:00 PM	5:00 PM	1:00	Attending the MCI workshop	During the workshop, I was informed of the tasks to do for the pitch discussion. I also learnt about the learning moods that we might have a long the project. The workshop also gave me some ideas on how to do the first milestone report, which is part of the course assessment.	To watch the pitch presentations of other teams and come up with questions as well as answers for other teams. I also learnt to embrace all the different moods during the project to move forward. Also to apply the information gained for the first milestone report preparation.
Tuesday	6/4/21	6:00 PM	6:15 PM	0:15	Sending meeting minutes to all attendees and Uploading the meeting minutes to GitHub	By sending the minutes to the client, it may help to identify confusing items early if the client finds our summary to be incorrect. This saves times and effort.	The meeting minutes were sent and uploaded to GitHub.
Tuesday	6/4/21	7:00 PM	11:00 PM	4:00	Watching pitch presentations of other teams and raising questions	Making questions contributes to our mark for the pitch.	To discuss with the team about the proposed questions.
Wednesday	7/4/21	8:00 PM	8:30 PM	0:30	Finalising the questions for the pitch presentations and posting them to the discussion board	Making questions contributes to our mark for the pitch.	All questions were posted on the discussion board.
Thursday	8/4/21	10:00 AM	4:00 PM	6:00	Preparing the project architecture and class diagram	Project architecture and class diagram is one of the activities of our 1st milestone.	To discuss with the team about the proposed project architecture and class diagram.
Thursday	8/4/21	4:00 PM	5:00 PM	1:00	Preparing the draft answers for the pitch questions	Answering questions contributes to our mark for the pitch.	To discuss with the team about the proposed answers.
Thursday	8/4/21	10:00 PM	12:00 AM	2:00	Attending the 15th internal team meeting	The meeting was when we updated the status of our assigned tasks and planned the next tasks.	Every member was on the same page about the project requirements and what to do next.
Friday	9/4/21	12:00 AM	12:30 AM	0:30	Posting the answers for the first batch of pitch questions	Answering questions contributes to our mark for the pitch.	The first batch of answers was posted on the discussion board.
Friday	9/4/21	10:00 PM	11:00 PM	1:00	Finalising and posting the answers for the second batch of pitch questions	Answering questions contributes to our mark for the pitch.	The second batch of answers was posted on the discussion board before deadline.
Saturday	10/4/21	10:00 AM	10:30 AM	0:30	Revising the templates for meeting minutes and agenda in accordance with the tutor's recommendations.	Meeting minutes and Agenda are part of the course assessment. Therefore, well-presented templates for these documents will help the team members who are in charge of preparing them easily fill in the contents.	To make sure that everyone else is aware of the templates to be used.
Saturday	10/4/21	10:30 AM	12:00 PM	1:30	Revising the project architecture and class diagram	Project architecture and class diagram is one of the activities of our 1st milestone.	To discuss with the team about the revised project architecture and class diagram.
Saturday	10/4/21	1:00 PM	2:00 PM	1:00	Preparing for Milestone 1 report	Milestone 1 report is part of the course assessment	To discuss with the team about the proposed Milestone 1 report's actual results of activities.
Saturday	10/4/21	2:00 PM	3:00 PM	1:00	Preparing list of activities for Milestone 2	Final report is part of the course assessment so we need to come up with the list of activities for the milestone 2.	To discuss with the team about the proposed Milestone 2's list of activities.
Saturday	10/4/21	10:00 PM	12:00 AM	2:00	Attending the 16th 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	10/4/21	12:00 AM	1:00 AM	1:00	Preparing timesheet for week 6 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 7
Total				27:00:00			