

## MCI Project Weekly Time Sheet

Team 3 Student ID a1801895 Student Name Nhu Quynh Hoa

Week starting:

28/3/21

Day	Date	Time In	Time Out	Total hours	Task	How does it fit to project plan?	Outcome/Next action
Monday	29/3/21	10:00 AM	11:00 AM	1:00	Attending the 4th 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	29/3/21	11:00 AM	1:00 PM	2:00	Attending the 11th internal team meeting	We reviewed our 1st milestone plan and rehearsed for the pitch presentation.	We got ourselves prepared for the actual pitch presentation recording the next day and for the business case & draft plan submission by the end of the week.
Monday	29/3/21	4:00 PM	5:00 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.
Tuesday	30/3/21	10:00 AM	1:00 PM	3:00	Recording the pitch presentation	The pitch presentation is part of the course assessment.	To finalise the recorded videos before submission
Wednesday	31/3/21	8:00 PM	8:30 PM	0:30	Reviewing the finalised pitch presentation video	The pitch presentation is part of the course assessment.	We submitted the pitch presentation video link before deadline.
Thursday	1/4/21	10:00 AM	4:00 PM	6:00	Preparing the business case and draft plan	The business case and draft plan is part of the course assessment.	To present the results to the team during the team meeting
Thursday	1/4/21	10:00 PM	11:00 PM	1:00	Attending the 12th 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	2/4/21	7:00 PM	11:00 PM	4:00	Revising the business case and draft plan as per the comments from the team	The business case and draft plan is part of the course assessment.	To present the results to the team during the team meeting
Saturday	3/4/21	10:00 PM	11:00 PM	1:00	Attending the 13th 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	3/4/21	11:00 PM	12:00 AM	1:00	Preparing timesheet for week 5 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 6
Total				20:30:00			