

MCI Project Weekly Time Sheet

Team 3 Student ID a1801895 Student Name Nhu Quynh Hoa

Week starting:

9/5/21

Day	Date	Time In	Time Out	Total hours	Task	How does it fit to project plan?	Outcome/Next action
Monday	10/5/21	10:00 AM	11:00 AM	1:00	Attending the 10th 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	10/5/21	11:00 AM	11:30 AM	0:30	Attending the 29th 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.
Monday	10/5/21	9:00 PM	10:00 PM	1:00	Watching lecture	The lecture gave me some ideas on how to plan the tasks for the coming weeks	To plan our tasks accordingly for the coming weeks
Monday	10/5/21	10:00 PM	10:15 PM	0:15	Reviewing and Revising the meeting minutes for Jon to submit	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 was finalised before being sent out and submitted.
Tuesday	11/5/21	8:00 AM	1:00 PM	5:00	Preparing the Testing plan	Testing plan is part of the course assessment	To discuss with the team during the internal team meeting
Tuesday	11/5/21	2:00 PM	7:00 PM	5:00	Performing unit tests for Django API views	Unit tests are carried out as part of the testing plan	Completed unit testing for Django API views
Wednesday	12/5/21	10:00 PM	1:00 AM	3:00	Attending the 30th 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.
Thursday	13/5/21	10:00 AM	8:00 PM	10:00	Researching and Testing to publish the web app via Heroku	Publishing the website is one of the activities of milestone 2	Hit some errors, to continue with the testing
Friday	14/5/21	8:00 PM	12:00 AM	4:00	Researching and Testing to publish the web app via Heroku (cont.)	Publishing the website is one of the activities of milestone 2	Still hit errors, need to continue with the testing
Saturday	15/5/21	10:00 AM	8:00 PM	10:00	Researching and Testing to publish the web app via Heroku (cont.)	Publishing the website is one of the activities of milestone 2	Managed to publish the website https://mapmanagementplatform-webapp.herokuapp.com/
Saturday	15/5/21	10:00 PM	11:40 PM	1:40	Attending the 31st 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	15/5/21	11:40 PM	12:40 AM	1:00	Preparing timesheet for week 9 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 10
Total				42:25:00			