

MCI Project Weekly Time Sheet

Team 3 Student ID a1801895 Student Name Nhu Quynh Hoa Week starting: 16/5/21

Day	Date	Time In	Time Out	Total hours	Task	How does it fit to project plan?	Outcome/Next action
Sunday	16/5/21	12:00 AM	1:00 AM	1:00	Preparing agenda for the 11th 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	16/5/21	9:00 AM	9:15 AM	0:15	Sending agenda for the 11th 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.
Monday	17/5/21	10:00 AM	11:00 AM	1:00	Attending the 11th 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	17/5/21	11:00 AM	11:30 AM	0:30	Attending the Zoom meeting with tutor	The meeting was when we got the feedbacks from the tutor about our project	We were happy with the news that we were one of the best teams in the course and we should do our best to achieve better results
Monday	17/5/21	11:30 AM	12:00 PM	0:30	Attending the 32nd 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	17/5/21	9:00 PM	10:00 PM	1:00	Researching Heroku web publication	During the client meeting, we were asked to advise how many Heroku dynos they should use for the project in preparation for publishing the website on Heroku	To discuss with the team during the internal team meeting about the findings
Tuesday	18/5/21	7:30 AM	8:00 AM	0:30	Taking the LinkedIn Learning course on Testing React to prepare for the testing plan	Testing plan is part of the course assessment	Completed the course https://www.linkedin.com/learning/react-testing-and-debugging/
Tuesday	18/5/21	8:00 AM	8:15 AM	0:15	Reviewing the agenda for Thanh 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	18/5/21	8:15 AM	8:45 AM	0:30	Testing the scheduler function for a new region Hanoi	During the unit testing process, we realized that the scheduler function had a bug that need fixing	The scheduler function worked well after the fix.
Tuesday	18/5/21	8:45 AM	1:00 PM	4:15	Performing unit tests for serializers	Unit tests are carried out as part of the testing plan, which is one of the course assessments	Still hit errors, need to continue with the testing
Tuesday	18/5/21	4:00 PM	5:00 PM	1:00	Attending the MCI workshop	The workshop provided us with information about how to design UI/UX	To apply the knowledge gained to make our project's website UI more user-friendly.
Tuesday	18/5/21	7:00 PM	12:00 AM	5:00	Performing unit tests for serializers (cont.)	Unit tests are carried out as part of the testing plan, which is one of the course assessments	Still hit errors, need to continue with the testing
Wednesday	19/5/21	7:00 PM	9:00 PM	2:00	Performing unit tests for serializers (cont.)	Unit tests are carried out as part of the testing plan, which is one of the course assessments	Completed unit testing for serializers
Wednesday	19/5/21	10:00 PM	12:00 AM	2:00	Attending the 33rd 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	20/5/21	10:00 AM	8:00 PM	10:00	Performing unit tests for Django REST API - React integration	Integration tests are carried out as part of the testing plan, which is one of the course assessments	Completed unit testing for Django REST API - React integration
Friday	21/5/21	8:00 PM	9:00 PM	1:00	Performing release testing for frontend function: Selecting an image point	Release tests are carried out as part of the testing plan, which is one of the course assessments	Found a bug that the point was not highlighted because it was actually referring to sequence and informed team
Saturday	22/5/21	10:00 AM	5:00 PM	7:00	Finalising the testing plan	Testing plan is part of the course assessment	To discuss with the team during the internal team meeting and ask for review
Saturday	22/5/21	10:00 PM	11:15 PM	1:15	Attending the 34th 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	22/5/21	11:15 PM	12:15 AM	1:00	Preparing timesheet for week 10 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 11
Total				40:00:00			