MCI Project Weekly Time Sheet

Team   3 **Student ID**   a1785990   **Week starting:**   31/05/2021

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	31-May-21	9:00 AM	10:00 AM	1.00	Watching lectures of week 12	The content of the lecture give me ideas of the final assignment	Follow course coordinator's instruction for our final submission
Tuesday	01-Jun-21	2:00 PM	4:00 PM	2.00	Review the code for loading spinner	This is one of the last function requested by the clients	The spinner works fine with current working version but having issue when merge with Jon version => Need more modification
Tuesday	01-Jun-21	8:00 PM	11:00 PM	3.00	Work on poster	The poster is part of course assessment	Prepare the content for Achievement & Conclusion of the poster
Wednesday	02-Jun-21	10:00 PM	11:00 PM	1.00	Attend team internal meeting	The team discuss current progress and plan for upcoming tasks	Every members are aware of project requirements and their tasks
Friday	04-Jun-21	3:00 PM	4:00 PM	1.00	Attending the Q&A session	Receive feedbacks from Cruz on the current poster design	The poster need some modifications to reduce the number of text and repetition in content
Friday	04-Jun-21	8:00 PM	10:00 PM	2.00	Rewrite the content in Achievement and Conclusion based on Cruz's suggestion	The poster is part of course assessment	Prepare the script for poster and do a rehearsal in next internal team meeting
Saturday	05-Jun-21	9:00 AM	1:00 PM	4.00	Writing the script for poster	The poster is part of course assessment	Prepare a rehearsal in next internal team meeting
Saturday	05-Jun-21	3:00 PM	5:00 PM	2.00	Read the poster script and time it so that the presentation is exactly 5 minutes long	The poster is part of course assessment	Prepare a rehearsal in next internal team meeting
Saturday	05-Jun-21	10:00 PM	11:00 PM	1.00	Attend team internal meeting	Do the poster rehearsal and plan task for next week	Prepare for presentation of poster recording
Sunday	06-Jun-21	9:00 AM	6:00 PM	9.00	Do the poster recordings. Edit the recordings and merge my record with Quynh record. Send the record to Quynh for checking	The poster is part of course assessment	Export the video as URL and ask other members for checking
			Total	26.00			