MCI Project Weekly Time Sheet

| Team | 3 | **Student ID** a1801895 | **Student Name** Nhu Quynh Hoa | | | **Week starting:** | 23/5/21 |

Day	Date	Time In	Time Out	Total hours	Task	How does it fit to project plan?	Outcome/Next action
Sunday	23/5/21	10:00 AM	10:15 AM	0:15	Reviewing and Revising the agenda for Thanh to submit	The agenda is part of the course assessment and sent to the client so we need to make sure that it is well-presented.	The agenda is finalised before it's sent out and submitted. This is in fact our last agenda for the project since there is no more client meeting.
Sunday	23/5/21	10:15 AM	12:15 PM	2:00	Preparing templates for technical specifications and user guide documents	Technical specifications and user guide documents are the documentation that we have to deliver to the client in milestone 2	To discuss with the team during the internal team meeting about the task allocation for the documents
Sunday	23/5/21	10:00 PM	11:00 PM	1:00	Finalising and Submitting the Testing plan	Testing plan is part of the course assessment	The Testing plan was submitted before deadline
Monday	24/5/21	10:00 AM	11:00 AM	1:00	Attending the 12th 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. The client agreed that this is the last meeting.
Monday	24/5/21	11:00 AM	11:30 AM	0:30	Attending the 35th internal team meeting	Right after the meeeting 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	24/5/21	8:00 PM	9:40 PM	1:40	Watching lectures of week 10 and week 11	The lecture of week 10 gave me some ideas about how to design the UI/UX for the project and things we need to take note for the testing plan submission. The lecture of week 11 talked about the requirements of the poster, poster presentation and final report.	We need to follow the course coordinator's instructions for our assignment submission.
Monday	24/5/21	9:40 PM	10:40 PM	1:00	Updating Github with the test cases as part of Testing plan submission	Together with the testing plan, which is part of the course assessment, we also need to submit the test cases conducted to GitHub	All the related test cases and instructions to execute the tests were submitted on time
Tuesday	25/5/21	10:00 AM	4:00 PM	6:00	Writing the allocated sections of the user guide and technical specs	Technical specifications and user guide documents are the documentation that we have to deliver to the client in milestone 2	To present the results to the team during the internal team meeting
Wednesday	26/5/21	10:00 PM	10:30 PM	0:30	Attending the 36th 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	29/5/21	10:00 AM	6:00 PM	8:00	Finalising the user guide and completing the technical specs	Technical specifications and user guide documents are the documentation that we have to deliver to the client in milestone 2	To present the results to the team during the internal team meeting
Saturday	29/5/21	7:00 PM	10:00 PM	3:00	Studying how to prepare for the poster and Preparing a poster template	The poster is part of the course assessment	To discuss with the team during the internal team meeting about the task allocation for the poster
Saturday	29/5/21	10:00 PM	10:45 PM	0:45	Attending the 37th 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	29/5/21	11:15 PM	12:15 AM	1:00	Preparing timesheet for week 11 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 12
			Total	**26:40:00**			