

MCI Project Weekly Time Sheet

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Week starting:

25/4/21

Day	Date	Time In	Time Out	Total hours	Task	How does it fit to project plan?	Outcome/Next action
Sunday	25/4/21	10:00 PM	1:00 AM	3:00	Attending the 22nd 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.
Monday	26/4/21	10:00 AM	10:30 AM	0:30	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.
Monday	26/4/21	10:30 AM	11:00 AM	0:30	Testing the new changes related to displaying the neighbour images on frontend	Displaying the neighbour images on frontend is one of the activities of milestone 2 and is the most important feature of the web app.	New changes are tested thoroughly before being shown to the client.
Tuesday	27/4/21	10:00 AM	11:00 AM	1:00	Attending the 8th 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.
Tuesday	27/4/21	11:00 AM	12:00 PM	1:00	Attending the 23rd 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.
Tuesday	27/4/21	4:00 PM	5:00 PM	1:00	Attending the MCI workshop	The workshop provided us with more information about the coming assessment - Testing plan	To prepare a template for the Testing plan
Thursday	29/4/21	10:00 PM	11:00 PM	1:00	Attending the 24th 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	29/4/21	11:00 PM	12:30 AM	1:30	Revising the milestone 1 report for submission	Milestone 1 report is part of the course assessment	To finalise the report for submission
Friday	30/4/21	10:00 AM	11:00 AM	1:00	Finalising the milestone 1 report for submission	Milestone 1 report is part of the course assessment	The milestone 1 report was submitted and updated on GitHub before the deadline.
Friday	30/4/21	1:00 PM	5:00 PM	4:00	Studying ReactJS	React is the framework used for our frontend. Since the focus of our second milestone is frontend, understanding the framework will help me with frontend-related tasks such as designing data flow diagram, develop a new function, unit testing, bug fixing, etc. for milestone 2	To continue with the online course https://www.linkedin.com/learning/learning-react-js-5/using-create-react-app?u=79987266
Saturday	1/5/21	1:00 PM	5:00 PM	4:00	Studying ReactJS (cont.)	React is the framework used for our frontend. Since the focus of our second milestone is frontend, understanding the framework will help me with frontend-related tasks such as designing data flow diagram, develop a new function, unit testing, bug fixing, etc. for milestone 2	Completed with the online course.
Saturday	1/5/21	10:00 PM	12:00 AM	2:00	Attending the 25th 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	1/5/21	12:00 AM	1:00 AM	1:00	Preparing timesheet for week 7 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 8
Total				21:30:00			