

MCI Project Weekly Time Sheet

Team 3 Student ID a1801895 Student Name Nhu Quynh Hoa Week starting: 7/3/21

Day	Date	Time In	Time Out	Total hours	Task	How does it fit to project plan?	Outcome/Next action
Sunday	7/3/21	8:00 AM	12:00 PM	4:00	Researching about modern backend frameworks used for web development	Picking up the correct framework for the project is a very important task so an in-depth research is necessary.	Taking into account the experience of the team and the project requirements, we are leaning towards Django because it is suitable for development of large applications and suitable for beginner developers.
Sunday	7/3/21	2:00 PM	4:00 PM	2:00	Preparing the templates for Meeting minutes and Agenda	Meeting minutes and Agenda are part of the course assessment. Therefore, a well-presented template for these documents will help the team members who are in charge of preparing them easily fill in the contents.	To make sure that everyone else is aware of the templates to be used.
Sunday	7/3/21	9:00 PM	10:00 PM	1:00	Attending 2nd internal team meeting	The meeting was the time that we shared with each other the findings from our research on web development frameworks and to get prepared for the 1st client meeting.	To bring up all the questions that we came across after our internal meeting to the 1st client meeting.
Tuesday	9/3/21	4:00 PM	5:00 PM	1:00	Attending 2nd MCI workshop	The workshop taught me necessary skills to do a pitch presentation, which is part of the course assessment.	To apply the skills learnt for the pitch presentation
Wednesday	10/3/21	10:00 AM	11:00 AM	1:00	Attending 1st client meeting	I got to know the client and their project requirements after the meeting.	After this kick-off meeting, we were clearer about what we had to do for the project.
Wednesday	10/3/21	9:00 PM	10:30 PM	1:30	Attending 3rd internal team meeting	The meeting helped us to recap what was discussed during the client meeting and planned the tasks for the team.	Every member was on the same page about the project requirements and what to do next.
Wednesday	10/3/21	10:30 PM	12:30 AM	2:00	Preparing meeting minutes for the 1st client meeting	The meeting minutes provide us with a written record of what was discussed and agreed at a meeting, so we will have the same recollections from the meeting and the same ideas about what was agreed. It is also part of the course assessment.	To send the meeting minutes for review before sending them to all attendees and uploading them to GitHub
Thursday	11/3/21	9:30 AM	10:00 AM	0:30	Sending meeting minutes to all attendees and Uploading the meeting minutes to GitHub	By sending the minutes to the client, it may help to identify confusing items early if the client finds our summary to be incorrect. This saves times and effort.	The meeting minutes were sent and uploaded to GitHub.
Thursday	11/3/21	10:00 AM	10:30 AM	0:30	Using the boilerplate to run the test map	The boilerplate gave me a sense of how our future product would look like and provided me with a chance to get familiarised with GitHub.	I could run the app in the development mode successfully and the map was loaded.
Thursday	11/3/21	1:30 PM	5:30 PM	4:00	Studying ReactJS (https://www.linkedin.com/learning/learning-react-js-5/using-create-react-app?u=79987266) and Setting up Django in my laptop	ReactJS and Django are the two frameworks that we are planning to use for our platform so this is the first step for me to get familiarised with these frameworks.	- Studying ReactJS: completed with setting up Node.js and learnt some basic functions of ReactJS. - Django setup: completed
Friday	12/3/21	8:00 PM	10:00 PM	2:00	Preparing agenda for the 2nd 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.
Saturday	13/3/21	9:30 AM	10:00 AM	0:30	Sending agenda for the 2nd 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.
Saturday	13/3/21	10:00 AM	4:00 PM	6:00	Studying Django (https://www.linkedin.com/learning/learning-django-2/rapidly-create-web-applications?u=79987266)	For backend environment of this project, we use Django so getting familiar with it will help me to handle backend tasks coming up.	I learnt about Django project, app, migrations, architecture and some common commands used for Django
Saturday	13/3/21	4:00 PM	5:00 PM	1:00	Preparing timesheet for week 2 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 3
Total				27:00:00			