

MCI Project Weekly Time Sheet

Team 3 Student ID a1801895 Student Name Nhu Quynh Hoa

Week starting:

14/3/21

Day	Date	Time In	Time Out	Total hours	Task	How does it fit to project plan?	Outcome/Next action
Sunday	14/3/21	9:00 PM	10:00 PM	1:00	Attending the 4th internal team meeting	The meeting was the time that we shared with each other the findings from doing our tasks and planned the tasks for the coming week.	To get prepared for our 2nd client meeting.
Monday	15/3/21	10:00 AM	11:00 AM	1:00	Attending the 2nd 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	15/3/21	3:00 PM	5:00 PM	2:00	Watching lecture	I learnt about what to prepare for the pitch presentation, business case and project plan.	To apply what the lecturer taught us to our pitch presentation, business case and project plan.
Tuesday	16/3/21	9:00 AM	9:30 AM	0:30	Reviewing the meeting minutes for the 2nd client meeting	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 is finalised before it's sent out and submitted.
Tuesday	16/3/21	2:00 PM	4:00 PM	2:00	Research about Database (NoSQL, SQL, others)	It was highlighted by the client that we need to find a suitable database to use for the project.	To find out which type of database can suit the client's needs and the project team capabilities the most.
Tuesday	16/3/21	4:00 PM	5:00 PM	1:00	Attending the 2nd MCI workshop	The workshop taught me necessary skills to do the first milestone report, which is part of the course assessment, and to use GitHub.	To apply the skills learnt for the first milestone report and using GitHub for coding collaboration.
Wednesday	17/3/21	9:00 PM	9:30 PM	0:30	Using the boilerplate to run the backend setup	The boilerplate gave me a sense of how our future product would look like.	I could run the app in the development mode successfully and the webpage was loaded.
Wednesday	17/3/21	10:00 PM	11:00 PM	1:00	Attending the 5th internal team meeting	The meeting was when we updated the status of our assigned tasks and planned the tasks for the rest of the week.	Every member was on the same page about the project requirements and what to do next.
Saturday	20/3/21	9:00 AM	3:00 PM	6:00	Setting up a temporary database (SQL)	Database is the key point that connects our backend and frontend so it is very important for the project.	A temporary database is set up for testing purpose.
Saturday	20/3/21	4:00 PM	6:00 PM	2:00	Finalising the research findings for presentation during the next client meeting	It was highlighted by the client that we need to decide on which database to use for the project.	To present my findings to the client during the next client meeting.
Saturday	20/3/21	10:00 PM	11:00 PM	1:00	Attending the 6th 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	20/3/21	11:00 PM	12:00 AM	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 4
Total				19:00:00			