

## MCI Project Weekly Time Sheet

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Week starting:

30/5/21

| Day       | Date    | Time In  | Time Out | Total hours | Task   | How does it fit to project plan?   | Outcome/Next action   |
|-----------|---------|----------|----------|-------------|--|--|---|
| Monday    | 31/5/21 | 3:00 PM  | 4:00 PM  | 1:00        | Watching lecture of week 12  | The lecture of week 12 gave me some ideas about the final assignments.   | We need to follow the course coordinator's instructions for our final assignment submission.              |
| Tuesday   | 1/6/21  | 10:00 AM | 12:00 PM | 2:00        | Revising the technical specifications  | Technical specifications is the documentation that we have to deliver to the client in milestone 2   | Studying the technical specs helps me to understand the project more and prepare the poster better.       |
| Tuesday   | 1/6/21  | 1:00 PM  | 4:30 PM  | 3:30        | Preparing the poster   | The poster is part of the course assessment  | To present the results to the team during the internal team meeting                                       |
| Wednesday | 2/6/21  | 10:00 PM | 11:00 PM | 1:00        | Attending the 38th 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  | 3/6/21  | 1:00 PM  | 4:00 PM  | 3:00        | Revising the poster  | The poster is part of the course assessment  | To ask for feedbacks from team members before showing it to the course coordinator during the Q&A session |
| Friday    | 4/6/21  | 3:00 PM  | 4:00 PM  | 1:00        | Attending the Q&A session  | The session is an opportunity for us to get feedbacks from the course coordinator about our poster   | To revise the poster as per the course coordinator's feedbacks  |
| Friday    | 4/6/21  | 7:00 PM  | 10:00 PM | 3:00        | Revising the poster  | The poster is part of the course assessment  | To ask for feedbacks from team members  |
| Saturday  | 5/6/21  | 10:00 AM | 6:00 PM  | 8:00        | Preparing for the poster presentation  | The poster presentation is part of the course assessment   | Completed with the script for the presentation and practised presenting before the actual one             |
| Saturday  | 5/6/21  | 10:00 PM | 11:00 PM | 1:00        | Attending the 39th 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.                     |
| Sunday    | 6/6/21  | 11:00 AM | 3:00 PM  | 4:00        | Video recording for poster presentation  | The poster presentation is part of the course assessment   | To finalise the recordings for the poster and final presentation submission                               |
| Sunday    | 6/6/21  | 3:00 PM  | 4:00 PM  | 1:00        | Preparing timesheet for week 12 and Individual summary as well as Uploading them 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. | This is the last timesheet for the course   |
| Total     |         |          |          | 28:30:00    |  |  |   |