MCI Project Weekly Time Sheet

Team	3	**Student ID**	a1801895	**Student Name**	Nhu Quynh Hoa	**Week starting:**	2/5/21

Day	Date	Time In	Time Out	Total hours	Task	How does it fit to project plan?	Outcome/Next action
Monday	3/5/21	10:00 AM	11:00 AM	1:00	Attending the 9th 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	3/5/21	11:00 AM	12:00 PM	1:00	Attending the 26th 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	3/5/21	9:00 PM	10:00 PM	1:00	Watching lecture	The lecture gave me some guidelines on the coming assginment requirements for milestone 2 plan	To apply what the lecturer taught us to our milestone 2 plan
Monday	3/5/21	10:00 PM	11:00 PM	1:00	Preparing meeting minutes for the 9th 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
Tuesday	4/5/21	10:00 AM	10:15 AM	0:15	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.
Tuesday	4/5/21	10:15 AM	11:15 AM	1:00	Revising milestone 2 plan	Milestone 2 plan is part of the course assessment	To discuss with the team during the internal team meeting
Tuesday	4/5/21	11:00 AM	1:00 PM	2:00	Designing UI	Making the frontend user-friendly is one of our goals for milestone 2	To present the UI design to the team during the internal team meeting
Tuesday	4/5/21	1:00 PM	2:00 PM	1:00	Studying how to publish the website	Publishing the website is one of our milestone 2 activities	To discuss with the team during the internal team meeting
Wednesday	5/5/21	9:00 PM	9:15 PM	0:15	Completing the Team feedback quiz	The team feedback quiz was to reflect how the team are working so far in terms of balanced contributions	Quiz submitted
Wednesday	5/5/21	9:15 PM	9:30 PM	0:15	Revising the UI design	Making the frontend user-friendly is one of our goals for milestone 2	To present the revised UI design to the team during the internal team meeting
Wednesday	5/5/21	10:00 PM	11:15 PM	1:15	Attending the 27th 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	5/5/21	2:00 PM	2:30 PM	0:30	Finalising the milestone 2 plan for submission	Milestone 2 plan is part of the course assessment	The milestone 2 plan was submitted before the deadline.
Saturday	8/5/21	9:00 AM	11:00 AM	2:00	Studying how to publish the website (cont.) and Exploring on the libraries to use for frontend	Publishing the website and Making the frontend user-friendly are our goals for milestone 2	To discuss with the client about publishing the website and share with the team about the libraries for making UI more user-friendly (https://material-ui.com and https://ant.design/components/overview/)
Saturday	8/5/21	12:00 PM	10:00 PM	10:00	Studying & Preparing the Testing plan	Testing plan is part of the course assessment	To discuss with the team during the internal team meeting
Saturday	8/5/21	10:00 PM	11:30 PM	1:30	Attending the 28th 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	8/5/21	11:30 PM	12:30 AM	1:00	Preparing timesheet for week 9 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 9
			Total	**25:00:00**			