

## MCI Project Weekly Time Sheet

Team

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Week starting: Week1 - 27/02/2023

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	27/02/2023	10:00:00	2:00 PM	4	Familiar with project materials and meet with group members	Initiate the project and organised meeting	Write down the initiate idea and get an client's question list
Tuesday	28/02/2023	11:00 PM	3:00 AM	4	Plan the first client meeting, schedule kick-off meeting	Collect client's requirement Make meeting appointment	Finish the kick-off meeting
Wednesday	01/03/2023	10:00 AM	2:00 PM	4	Client requirement collection and analysis, launch regular develop team meeting	Communicate with client and negotiate with clients's needs	Summarise the requirement and set up to function list
Thursday	02/03/2023	7:00 AM	11:00 AM	4	Git repo setting, Git tutorial review	Upload the initial version code	Initial code uploaded
Friday	03/03/2023	11:00 AM	3:00 PM	4	Research about management tools	Enquire with course coordinator and installed two management tools	Get suitable management tool
Saturday	04/03/2023	12:00 PM	5:00 PM	5	Full stack course purchased and watched	Practice the UI design part	Have a initial trail version of UI
Sunday	05/03/2023	1:00 PM	6:00 PM	5	Set up Git project manager and timesheet update	Time sheet updated and project management tools updated	Prepare week 2 materials
Total				30			