MCI Project Weekly Time Sheet

Team 5 **Student ID** a1824106   **Week starting:** 1

Day	Date	Time In	Time Out	Total hours	Task	How does it fit ito project plan?	Outcome/Next action
Monday	27/02/2023	10:00:00	2:00 PM	4	Attend lecture,client materials analysis, host group greeting meeting	Initiate project and organise 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	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 negoitiate 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 coodinator 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			