

MCI Project Weekly Time Sheet

Team _____ Student ID _____ Week starting: _____

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	6/03/2023	7:00:00 PM	11:00:00 PM	4	Prototype building	transfer business requirements to system requirement	Communicate with Client based on the prototype
Tuesday	7/03/2023	7:00:00 PM	11:00:00 PM	4	watching lecture recording, learning database	understood the relationship based database, E-R model, got the idea of database designing	implement designings for the system
Wednesday	8/03/2023	11:00:00 AM	12:30:00 PM	1.5	ad-hoc team meeting	schedule daily stand up meeting and other agreements	make us collaborate better
Wednesday	8/03/2023	1:30:00 PM	3:30:00 PM	2	investigating cloud database server	made up the architecture of the system	set up
Wednesday	8/03/2023	4:00:00 PM	6:00:00 PM	2	attending the workshop about pitch presentation, and discussed it with team	be aware of good pitch and bad pitch	working on pitch
Wednesday	8/03/2023	7:00:00 PM	11:00:00 PM	4	set up cloud database server, connect it to local environment	made up the architecture of the system	help other group members connect to it
Thursday	9/03/2023	9:00:00 AM	11:00:00 AM	2	learning how node.js work	Got basic knowledge for the backend development	learning how node.js operates mysql
Friday	10/03/2023	8:30:00 AM	12:30:00 AM	4	Looking for pitch slides template and adjusted it to our topic.	Finished with a good frame.	communicate my thoughts with team members
Friday	10/03/2023	9:00:00 PM	10:00:00 PM	1	helping team members set up local environment	makes us collaborate better	none
Saturday	11/03/2023	3:00:00 PM	4:00:00 PM	1	Weekly team meeting	makes us collaborate better	implement the plan for next week
Saturday	11/03/2023	4:00:00 PM	5:00:00 PM	1	meeting minutes; Pitch slides update(split into 4 parts)	record team agreements	make us collaborate better
Saturday	11/03/2023	7:00:00 PM	9:00:00 PM	2	learning how node.js operates mysql	Got basic knowledge for the backend development	practice it a bit
Sunday	12/03/2023	8:30:00 AM	9:30:00 AM	1	weekly documentation update	timesheet and meeting minutes	get better time management
Total				29.5			

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Team		Student ID			Week starting:		
Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	27/02/2023	7:00:00 PM	11:00:00 PM	4	Lecture recording, read assigned project description	Project initialisation	Change project/group
Tuesday	28/02/2023	11:00:00 AM	13:00:00 pm	2	Meet new group members, schedule kick-off meeting	made meeting agenda	Kick-off meeting with client
Wednesday	1/03/2023	7:00:00 AM	12:00:00 PM	5	Requirements analysis; Kick-off meeting	Communication with the client	Transfer requirements to system
Thursday	2/03/2023	7:00:00 AM	10:00:00 AM	3	Git repo setting(group);SEP slides review	Knowledge preparation and gathering	Agreement of group
Friday	3/03/2023	7:00:00 AM	13:00:00 pm	6	Project task management; user story management	Task facilitator	Clear-mind about what to do
Saturday	4/03/2023	9:00:00 AM	11:00:00 AM	2	Week1 documentation;	week timesheet updated. Project	Week2 preparation
Total				22			