

MCI Project Weekly Time Sheet

Team 5 Student ID a1866621 Week starting: 28-Feb

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; apply for change	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, Read new project description	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, good understanding of business requirements	Transfer requirements to system function design
Thursday	2/03/2023	7:00:00 AM	10:00:00 AM	3	Git repos setting(group);SEP slides review	Knowledge preparation and git workspace preparation	Agreement of group
Friday	3/03/2023	7:00:00 AM	13:00:00 pm	6	Project task management; user story management,priority 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 assets review	Week2 preparation
Total				22			