MCI Project Weekly Time Sheet

Team 5 **Student ID** a1866621 **Week starting:** 20-Mar

Day	Date	Time In	Time Out	Total hours	Task	How does it fit ito project plan?	Outcome/Next action
Monday	20/03/2023	7:30:00 PM	9:00:00 PM	1.5	watch lecture recording	know what to do next	modify pitch slides, start business case documentation
		9:00:00 PM	10:00:00 PM	1	Team meeting	made agreement that how to improve our slides based on the feedback from Cruz	pitch slides modification
Tuesday	21/03/2023	7:00:00 PM	10:00:00 PM	3	Slides modification	make it more concise and concrete	team discussion
Wednesday	22/03/2023	9:30:00 AM	10:00:00 AM	0.5	commuting	to meet team members	team discussion
	22/03/2023	10:00:00 AM	2:30:00 PM	4.5	team meeting& help others with slides improvement	make the slides easier to be understood and consisent	prepare the script of pitch
	22/03/2023	4:00:00 PM	5:00:00 PM	1	seek advices from tutor on slides	get feedback from tutor	improve the slides based on tutor's feedback
	22/03/2023	5:00:00 PM	6:30:00 PM	1.5	help Shuxiao with slides improvement	make the slides easier to be understood and consisent	prepare the script of pitch
Thursday	23/03/2023	6:00:00 PM	10:00:00 PM	4	improve pitch script and memorize it	the script better interpret the new slides	peer review
Friday	24/03/2023	9:30:00 AM	10:00:00 AM	0.5	commuting	to meet team members	team discussion
	24/03/2023	10:00:00 AM	1:30:00 PM	3.5	video recording with team	presentation video	video editing
	24/03/2023	2:00:00 PM	3:30:00 PM	1.5	video editing	cut the transition between the four parts	make the video fluently
	24/03/2023	3:30:00 PM	5:00:00 PM	1.5	Team meeting	make agreement on team plan of business case document	writing draft plan
	24/03/2023	5:00:00 PM	6:00:00 PM	1	share thoughts on code resources with Chang	help us design our system	learning from other systems
Sunday	26/03/2023	8:00:00 PM	9:00:00 PM	1	updating project documents	makes decisions and progress traceable	timesheet updated
		Total		26			