MCI Project Weekly Time Sheet

Team   5 **Student ID** a1824106   **Week starting:** Week4 - 20/03/2023

Day	Date	Time In	Time Out	Total hours	Task	How does it fit ito project plan?	Outcome/Next action
Monday	20/03/2023	3:00 PM	5:00 PM	2	Attend lecture to ask feedback of pitch	change the our software archticture	Finish the software architcture design
	20/03/2023	9:00 PM	10:00 PM	1	Team meeting for pitch	Redesign the structure of pitch	Finish the final version of pitch slide
Tuesday	21/03/2023	8:00 AM	12:00 PM	4	Pitch slide peer review meeting	Modified according to video rehearse	The pitch slide fetch to video presentation
	21/03/2023	2:00 PM	5:00 PM	3	Revise my video script and modified "how" part	Redesign and get new version of "how " part script	Finish final version of my script and rehearse it
Wednesday	22/03/2023	9:30 AM	12:30 PM	3	Client meeting with Su	Update the web version function and confirm the existing plan for function list.	Receive client feedaback and add function into our pitch slide
	22/03/2023	11:30 AM	12:30 PM	1	Review the pitch slide	Receive feedback and summary the tasks list	Improved the pitch slide structure and change some content in "how" part
Thursday	23/03/2023	9:00 AM	12:00 PM	4	Business plan strcuture desgin	read the materials of business plan	Draw outline of business plan
Friday	24/03/2023	9:00 AM	6:00 PM	9	Pitch video record and edit	Shot formal pitch video	Finish the final version of video recording
Saturday	25/03/2023	4:00 PM	5:00 PM	1	Design for communciation plan	Research about software communication plan	Get draft of communcation plan
Sunday	26/03/2023	9:00 AM	10:00 AM	1	Prepare meeting agenda for week 5 client meeting	Write agenda and prepare question	Finish agenda
	26/03/2023	9:00 AM	10:00 AM	1	Update the project document	Fill the timesheet and make appointment with client	Finish time sheet
			Total	30			