

MCI Project Weekly Time Sheet

Team		Student ID			Week starting:			10
19		al788871						
Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action	
Monday	2022/4/16	3:00 PM	9:00 PM	6	Attend the lecture, keep working on the activities for the project set from previously week	It allow me to have more time focusing on the code work since there is no specific assignment due in this week.	Catch up the lecture content provided by the lecturer. 30% progress of completing the activities that I was working on.	
Tuesday	2022/4/17	10:00 AM	5:00 PM	7	First general group meeting to discuss everyone progresses of the code work and help with each other to solve the issues currentlt meet. Collect the questions that cannot be solved in the group.	The project achieved new functions more efficiently than previously since the team have more time working on the code work.	New functions had been updated for the product and next step is to perfecting them to satisfy more of what the client expects.	
Wednesday	2022/4/18	10:00 AM	5:00 PM	7	Additional group meeting since the team was announced by the client there will be a meeting on Thursday. Discuss more updates that can perfect the produce before the client meeting. Collect all the questions that the team needs to ask during the client meeting.	It mostly fits to the project plan of the back-end system except the join statement, which needs more time than expected to be completed.	List new functions we could do after analysing the priority for the product. Get questions that ready to ask the client.	
Thursday	2022/4/19	3:00 PM	9:00 PM	6	First client meeting in week 10 showing progress of the project. Attend workshop to get suggestions to improve the testing plan. Second general group meeting to discuss what we got from the workshop and meeting. Record and make a conclusion for the client meeting and get ready to write the meeting minute in this week.	Update the new features of the project.	Since there was not enough time to complete the client meeting, we will have a continuous client meeting tomorrow.	
Friday	2022/4/20	3:00 PM	9:00 PM	6	Continuous client meeting show the details of the code work, explain how to achieve the functions and discuss and make a conclusion of what the team still need to achieve before delivering the great project.	Now the team has already known the final expectation for the product functions and what else left is trying to complete all of them before the end of the semester.	Provide a list to the client presenting the activites that the team is going to do by the order of priority and show the team member to charge. Collect all the important information during the meeting and make a conclusion to write the meeting minute.	
Saturday	2022/4/21	10:00 AM	5:00 PM	7	Start working on the new activities. Write the meeting minute of week 10.	Since the team now know the expectation to deliver the project, we will try to fit the progress to the project plan well.	Complete the meeting minute of week 10. Keep working on the activities.	
			Total	39				