MCI Project Weekly Time Sheet

Team	Student ID						Week starting:	8
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Day	Date	Time In	Time Out	Total hours	Task	How does it fit ito project plan?	Outcome/Next action
Monday	2/4/2022	3:00 PM	9:00 PM	6	First general group meeting making conclusion of what to show in the tomorrow's client meeting. Keep working on the milestone1 report.	The meeting shows the progress of the tasks the team had completed and what we can show to the client at the moment.	Optimise the coding parts so that generating better output. Complete another part in the milestone1 report.
Tuesday	3/4/2022	10:00 AM	3:00 PM	5	Final modification before showing the work to the client. General client meeting face-to-face shows the outcome of what the team did for the project at the moment.	Check the process of the project by the client so that can fit to the project plan later.	The team is in the right direction but need to speed up for the following tasks. Keep working on the project.
Wednesday	4/4/2022	10:00 AM	5:00 PM	7	Second general group meeting discuss the feedback provided by the client. Keep working on the milestone1 report. Start checking the project management.	Make a conclusion for the first half of the project plan and establish the work for the second half of the project plan.	Allocated new tasks for the coding parts. Nearly finished the first draft of milestone1 report. Making improvement for the project management.
Thursday	5/4/2022	3:00 PM	9:00 PM	6	Complete the first draft of the milestone1 report. Second general client meeting to show the project plan. Zoom meeting with the tutor and lecturer to get feedback for the milestone1 report.	Make sure what the team is supposed to do. Get comment of the milestone so that to see if it fit to the project paln.	Finished the first draft of the milestone1 report and get feedback from the lecturer and tutor to make further improvement.
Friday	6/4/2022	10:00 AM	9:00 PM	11	Third general group meeting modifying the milestone1 report together until getting as better as we can. Start checking the project management the whole team did from the week 2 to the week 6. Doing research for the further user stories for the project.	Make sure the assignement of the course been submitted on time by connecting with the milestone structure that the team currently have for the project. Make sure the project management for the first half of the project can perfectly support half of the project.	Complete the milestone1 report. Optimising the contents to present the processes of project mangement for the first half of the project. Get more user stories and design more tasks to do for the project.
Saturday	7/4/2022	4:00 PM	5:00 PM	1	Keep working on the project management.	Nearly catch up what the client would like us to complete up to now and keep speeding up for the project plan.	Checking general error of the project management contents in github such as the file names, the dates and the goals.
			Total	36			