

MCI Project Weekly Time Sheet

Team 19		Student ID a1811379			Week starting: 5		
Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	28/03/2022	12:00 PM	4:00 PM	4	Attend the weekly lecture, read and search information about the requirements provided by the client	Pitch presentation could help us understand the project better, and the requirement provided by clients is helpful for us to make next move	Slides feature and structure is better
Tuesday	29/03/2022	12:00 PM	4:00 PM	4	General group meeting to give comments for the individual pitch presentation parts with each other	Comment between group members could help us understand the project better	Everyone knows what their lack is in presentation
Wednesday	30/03/2022	11:00 AM	4:00 PM	5	Complete the final version of the individual pitch presentation, second group meeting, Re-cut and integrated pitch presentation	This process could help us clarify the requirement better.	Complete the final version of the individual pitch presentation, Submit the video on time
Thursday	31/03/2022	11:00 AM	6:00 PM	7	Attend workshop, search about information about how to write Business Case & Draft Plan	Taking part in the workshop will allow us to better understand the framework of the presentation and the next step in our development fang	Understand the content of the workshop and know what the structure of the business case is
Friday	01/04/2022	4:00 PM	9:00 PM	5	Make a meeting to discuss about the role allocation of the business case & draft plan	Clear division of labor allows us to complete business case and draft plan more efficiently	Every one get ready for what the team need to do for the business case & draft plan
Saturday	02/04/2022	10:00 AM	4:00 PM	3	Start to writing of business case & draft plan	Complete the Business Case & Draft Plan as soon as possible.	Complete part of business case & draft plan
				Total	28		