

MCI Project Weekly Time Sheet

Team
19

Student ID
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Week starting:

8

| Day | Date | Time In | Time Out | Total hours | Task | How does it fit into project plan? | Outcome/Next action |
|-----------|----------|----------|----------|-------------|---|--|---|
| Monday | 2022/5/2 | 10:00 AM | 7:00 PM | 9 | 1.Team meeting discuss what to show in the coming client meeting. 2.Try to parse case statement. | 1.Shows what the team have done and what to be done under the client's requirement. 2.Parse the statement is the first step for the second part of our project. | 1.The data flow map is not as good as we wish, needs to optimize since the loading time is too long. 2.Parse the case statement. |
| Tuesday | 2022/5/3 | 12:00 PM | 6:00 PM | 6 | 1.Attend the workshop on campus. 2.Milestone report improvement. | Knows one of our team member has already make a progress on parsing the case statement. | The whole team is behind other groups, we need speed up. |
| Wednesday | 2022/5/4 | 2:00 PM | 5:00 PM | 3 | Team meeting to discuss the feedback from the client about the code part. | Better known on coding part. | Speed up and fix the code. |
| Thursday | 2022/5/5 | 4:00 PM | 6:00 PM | 2 | Attend the workshop online | Get some client feedback about the milestone report. | Improve the milestone report. |
| Friday | 2022/5/6 | 2:00 PM | 5:00 PM | 3 | Team meeting to discuss making a task list. | Followed the client's requirement, and it help the team to division of labor and cooperation. | Make the task list. |
| Saturday | 2022/5/7 | 9:00 AM | 5:00 PM | 8 | 1. Design the minutes writing template. 2. Modify the minutes. | Help to improve the project management. | Continue to modify the minutes. |
| Total | | | | 31 | | | |