

MCI Project Weekly Time Sheet

Team
19

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Week starting:

5

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	2022/3/28	10:00 AM	4:00 PM	6	Complete the pitch presentation, attend the weekly lecture, read the requirements provided by the client	The pitch presentation could help us understand the project better, and the requirement provided by clients is helpful for us to make next move	Complete the first draft of the pitch presentation individually, try to turn the client requirement into reality.
Tuesday	2022/3/29	2:00 PM	6:00 PM	4	Group meeting to discuss the individual pitch presentation parts with each other, made some changes.	The modification improve the pitch presentation a lot, and help the team make a better understanding for the whole project.	Combine all the team member's pitch presentation together in a comfortable and smoothly way.
Wednesday	2022/3/30	10:00 AM	11:00 PM	13	Complete the final version of the individual pitch presentation, attend group meeting, combine the individual pitch presentation together	Get stuck while combining the pitch presentation videos due to unknown reasons, submit the final version in the end with the whole teams' effort.	Combine and submit the pitch presentation on time.
Thursday	2022/3/31	4:00 PM	5:00 PM	1	Attend workshop and answer some questions.	Learn from other groups and ask some questions about our own project.	Make a further step on getting input data.
Friday	2022/4/1	5:00 PM	10:00 PM	5	Group meeting, discussed role allocation of the business case & draft plan	Make the allocation of the business case & draft plan to get ready for the assignment.	Everyone knows what and how to deal with the draft.
Saturday	2022/4/2	12:00 PM	3:00 PM	3	Confirming the final allocation of the Business Case & Draft Plan and work on it.	Complete the Business Case & Draft Plan as soon as possible.	Improve the Business Case & Draft.
Total				32			