

MCI Project Weekly Time Sheet

Team 19		Student ID a1788871		Week starting: 4			
Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	21/3/2022	12:00 PM	6:00 PM	6	General group meeting making conclusion of what we currently got for the understanding of everything the project, attend the lecture	By the conclusion of the project during the meeting, everything looks good to us. But we just need to hurry up making something real to make the project progress	Generate wonderful conclusion of the project by combining everyone's own research and the knowledge taught by the lecturer and the client in these weeks. By getting these, next step is to make a draft pitch slides.
Tuesday	22/3/2022	12:00 PM	6:00 PM	6	Watch the recording of the lectures on last week, allocate the pitch work for every team member, make a draft slides for the pitch	Everything of the pitch followed by what the lecturer recommended, still need to work more for the project contents	Catch up what have been taught from the lectures, start working on the draft pitch slides
Wednesday	23/3/2022	12:00 PM	10:00 PM	10	Complete the first draft of the pitch slides, second general meeting with the group giving comments of the draft pitch slides with each other, complete the second draft of the slides and submit to the myuni adelaide	Finish the pitch slides draft on time which did not expect to do that in the plan of our project	Complete the first version of the pitch slides after discussion with the team members with multiple editions, waiting for the comments of the slides
Thursday	24/3/2022	6:30 PM	8:30 PM	2	Workshop + Client meeting with the client to talk about how to improve the pitch slides and the progress of the project	Improve the team pitch slides for the project which is the crucial assessment in this week	The client points out the mistakes of our slides and provided suggestions to improve the structure of the slides so that our pitch slides will have another new version
Friday	25/3/2022	5:00 PM	8:00 AM	3	Third general group meeting discussing about the ideas suggested by the client and make a plan to enhance our project pitch slides	We planned to start working on the pitch presentation starting from today. However, since we need to have a big change of the pitch slides, we spent most of our meeting time working on the pitch slides	Edit the pitch slides multiple times and complete the final version and submit to myuni adelaide
Saturday	26/3/2022	12:00 PM	3:00 PM	3	Confirming the final allocation of the presentation for every team member, everyone start working on the pitch presentation by following the latest version of the slides	Catch up what we supposed to start yesterday about the pitch presentation	Everyone practised about their own part and estimate checking the time use of each part so that to management the time arrangement well in order to control the whole pitch presentation well
Total				30			