

MCI Project Weekly Time Sheet

Team
19

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Week starting:

7

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	2022/4/25	10:00 AM	4:00 PM	6	Catch up all the new knowledge and get ready for the second half of the project.	In the first few weeks I focus on research, learn to use python, learn what data lineage and how to apply for it. This makes sense to understand the whole project.	Catch up with the other team members, begin to write some code, try to implement the functions.
Tuesday	2022/4/26	2:00 PM	6:00 PM	4	1.Team meeting. Discuss the main concepts of the project and the main function we should implement. 2. Task allocation of milestone1.	Help the whole team work as the same purpose and make a better understanding about the milestone.	1.Write the milestone report. 2.Try to achieve parse case statement.
Wednesday	2022/4/27	9:00 AM	4:00 PM	7	Read the code about the front end framework, and the data catalog for the backend.	Catch up the other team members and understand the data structure of the project.	Try to fix the code to achieve new requirement.
Thursday	2022/4/28	2:00 PM	5:00 PM	3	Complete the milestone report of my part.	Make a progress in this week's school task.	The milestone report is little different from the B case.
Friday	2022/4/29	2:00 PM	5:00 PM	3	Team meeting to discuss what the client said in the slack and what the team should do in the following days.	Get ready for starting new tasks of the projec.	Know what the team should improve and what are the tasks that in high priority we need to do.
Saturday	2022/4/30	12:00 PM	5:00 PM	5	Realise the client meeting minutes of the project is not so good, need to fix and make a new writing template.	Make the project management more professional.	How to design the writing template.
Total				28			