

MCI Project Weekly Time Sheet

Team 19		Student ID a1809187		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	11:00 AM	3:00 PM	4	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	Make some modifications about the slides
Tuesday	2022/3/29	9:00 AM	1:00 PM	4	Make modificatios for the slides	During the process of modification, it could help me understand the project better.	Complete modifications for my part
Wednesday	2022/3/30	11:00 AM	7:00 PM	8	Make presentation video for the pitch presentation	This process could help us clarify the requirement better.	Submit the video on time
Thursday	2022/3/31	1:00 PM	6:00 PM	5	Attend workshop, look at the videos of other groups.	We are required to ask questions for other groups and answer questions frome other groups.	Watched all videos from other groups.
Friday	2022/4/1	5:00 PM	8:00 AM	3	Allocates tasks of Business Case & Draft Plan to each team members, try to answer questions and ask questions.	We plan to complete the Business Case & Draft Plan as soon as possible so that we can find problems early.	Start working on Business Case & Draft Plan, asked a question for other group.
Saturday	2022/4/2	12:00 PM	2:00 PM	2	Confirming the final allocation of the Business Case & Draft Plan and work on it.	We plan to complete the Business Case & Draft Plan as soon as possible so that we can find problems early.	Continue working on Business Case & Draft Plan.
			Total	26			