

MCI Project Weekly Time Sheet

Team		Student ID		Week starting:			
19		a1835151		2			
Day	Date	Time In	Time Out	hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	2022/3/7	12:00 PM	6:00 PM	6	Attend the lecture in zoom, discuss the topic of our project with the team members.	Getting much more information about the team members and the project topic.	Successfully form a great team and understand the timeline of the project.
Tuesday	2022/3/8	2:00 PM	5:00 PM	3	Attend the workshop for week2, had a client meeting, after that had a team meeting.	Getting much more information about the client requirement.	Knowing what the knowledge of the project and the knowledge I should learn. Plan to start doing research soon.
Wednesday	2022/3/9	2:00 PM	8:00 PM	6	Recording all the questions and the answers during the client meeting, post all the hand writing information to the team chat in Wechat. And wrote Minutes.	Compared the two topic about the same project and discussed which one to be choose.	All the knowledge is new. Complete the meeting minutes.
Thursday	2022/3/10	2:00 PM	5:00 PM	3	Discussed the new project topic by zoom meeting.	Searching information about the second topic.	Much more familiar about the second topic.
Friday	2022/3/11	5:00 PM	9:00 PM	5	Attend the workshop about making presentation. Started to learn how to use the open source tool about the second topic	Knowing how to make a perfect presentation.	Confirm the project topic with the client.
Saturday	2022/3/12	3:00 PM	9:00 PM	6	Watch the recording for the first client meeting, start learning python and SQL	Make sure the responsibility of every team member	Learning how to use the open source tool.
Total				29			