

MCI Project Weekly Time Sheet

Team		Student ID		Week starting: 1			
19		a1809187					
Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	2022/3/7	12:00 PM	4:00 PM	4	work with my team mates to decide group formation and the topic of the project, and attend the zoom lecture	Be familiar with the team members and received basic information about the project topic and assessment details.	Successfully form a great team and be familiar with the project topic
Tuesday	2022/3/8	12:00 PM	2:00 PM	2	Attend the short team meeting and searched some information for the topic	Find some useful information for the project topic such as relevant websites	Be familiar with each team member including their skills.Upload the agenda to Github.
Wednesday	2022/3/9	2:00 PM	6:00 PM	4	List some questions that is going to ask during the client meeting and then attend the first client meeting, find out what could be the requirements of the project.	It turns out that there is another topic for the project, so the team need to make the decision between these two topics.	Made some research about the new topic.
Thursday	2022/3/10	2:00 PM	6:00 PM	4	attend the online workshop to learn some presentation skills. And also attend group meeting to discuss the topic	Get familiar with the tool required by the project.	Confirm the project topic with the client.
Friday	2022/3/11	1:00 PM	4:00 PM	3	Continue to do the research about the two topics	Be more familiar with the project requirements	Make the decision as soon as possible and will start planning project framework.
Saturday	2022/3/12	10:00 AM	12:00 PM	2	Learn Python related skills.	Both projects require the Python language, so it is important to learn Python language	Make the decision and learn some other related skills
Total				19			