

MCI Project Weekly Time Sheet

Team 19		Student ID a1809187		Week starting: 4			
Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	2022/3/21	11:00 AM	4:00 PM	5	Prepare for the pitch presentation, figure out what could be the structure. General group meeting making conclusion of what we currently got for the understanding of everything the project, attend the lecture	The pitch presentation could help us understand the project better	draft about the presentation complete
Tuesday	2022/3/22	12:00 PM	6:00 PM	6	Made draft slides for my part, and learning relevant knowledge	The pitch presentation could help us understand the project better, but still need to work more for the project contents	Complete several slides
Wednesday	2022/3/23	11:00 AM	9:00 PM	10	Complete draft of the pitch slides, second general meeting with the group giving comments of the draft pitch slides with each other, prepare for tomorrow's meeting.	Prepare for the meeting so that client could give us some suggestions about the presentation	Complete the first version of the pitch slides and written draft for my part.
Thursday	2022/3/24	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	2022/3/25	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	2022/3/26	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 manage the time arrangement well in order to control the whole pitch presentation well
Total				29			