

MCI Project Weekly Time Sheet

Team
19

Student ID
a1811379

Week starting: 4

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	21/03/2022	12:00 PM	6:00 PM	6	General group meeting for reporting everyone's progress and discuss what needs to be done next, attend lecture	Daily meetings let us know what to do next, can focus on completing tasks and improve efficiency	Understand the content of the lecture and the tasks that need to be completed this week
Tuesday	22/03/2022	12:00 PM	6:00 PM	6	Make slide draft for the pitch presentation, search knowledge about data extraction	Data extraction is an important part of the backend part	Have a general understanding of the concept of data extraction and complete most of the slide draft
Wednesday	23/03/2022	11:00 AM	8:00 PM	9	Learn how to design PPT structure and style, organize PPT templates for everyone, and complete your own slide draft	Learning and helping with typography can make the PPT style clear and aesthetically pleasing and give the client a clear understanding of our project	complete PPT slide draft
Thursday	24/03/2022	11:00 AM	3:00 PM	4	Attend Workshop, meeting with the client to talk about how to improve the pitch slides and the progress of the project	Giving us a better understanding of the correct way to write a report and the structure of	Understand the content of the workshop and correct the problems pointed out by our client
Friday	25/03/2022	4:00 PM	8:00 PM	4	A group meeting to discuss the issues pointed out by the teacher yesterday and to make further corrections to	Better understanding of the correct way to write a report and the structure of	Complete the changes to the slide draft
Saturday	26/03/2022	10:00 AM	12:00 PM	2	Complete my part of the PowerPoint presentation and help people put together an edited video	Catch up what we supposed to start yesterday about the pitch presentation	Each person practiced their part in order to manage the schedule, finish video editing
Total				31			