MCI Project Weekly Time Sheet

Team		Student ID					Week starting:	10
19		a1835151						

Day	Date	Time In	Time Out	Total hours	Task	How does it fit ito project plan?	Outcome/Next action
Monday	2022/5/16	12:00 PM	7:00 PM	9	Watch the lecture recording. Start working on the testing plan.	Know how to complete the testing plan and prepare to discuss with team members.	Assigned tasks to each team member.
Tuesday	2022/5/17	12:00 PM	8:00 PM	8	Team meeting, discuss the difficulties every member are facing, try to solve it with each other. Generate questions set which will be asked in the Slack.	Help to develop the efficiency of the whole group.	Add more functions on the web page.
Wednesday	2022/5/18	3:00 PM	5:00 PM	2	Team meeting, discuss what to do on the next client meeting.	Make everything clear and knows everyone's process before the client meeting.	1.Update the question set in order to communicate with the client more efficiency. 2.Select one member as the announcer to talk with the client on the Slack.
Thursday	2022/5/19	4:00 PM	6:00 PM	2	Attend the client meeting.	Showing what we have down and get feedback with the client.	Optimize the code with client's requirement.
Friday	2022/5/20	9:00 AM	7:00 PM	10	Add a section to upload csv file.	It is a basic for the implement other functions on the web page of the project.	Complete the task.
Saturday	2022/5/21	2:00 PM	3:00 PM	1	Write the agenda of this week.	Contribute to the project management	Complete the task.
			Total	32			