MCI Project Weekly Time Sheet

Team

19

Student ID

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Week starting: 12

Day	Date	Time In	Time Out	Total hours	Task	How does it fit ito project plan?	Outcome/Next action
Monday	2022/5/30	10:00 AM	5:00 PM	7	First group meeting disucssing every team member's work in the last week and see if anywhere needs help. Watch lecture recording.	Every team member seems complete their work perfectly with or without team work assistant with the other team members. The activities of the project plan up to now were all completed.	Project optimisation.
Tuesday	2022/5/31	10:00 AM	5:00 PM	7	First informal client meeting display the team's performance for the additional tasks. Discuss with the client about anything that still need to do or any enhancement.	Since it was already the final week of the semester and we were close to the due date to commit code to the GitHub, the team felt stressful if there are any further tasks been added to the project plan.	There were actually a number of improvement tasks for the functions the team did at the moment (more were structure design), and a number of new activities that the client may want the team to achieve.
Wednesday	2022/6/1	3:00 PM	9:00 PM	6	Second general group meeting to discuss the roles to contribute the new activities. Start working on the new activities.	The previous project plan was to start project optimisation and project deployment during week 12, however, these activities need to be delayed due to new functionality tasks came in.	Complete the team work allocation and speed up to achieve as many as the new activities.
Thursday	2022/6/2	10:00 AM	8:00 PM	10	Second informal client meeting discuss about what we were in at the moment and discuss the priority of the new activities that the client most want the team to achieve. Continue working on the activities.	Try to catch up the new project plan.	All incomplete tasks had been prioritised. The rest are working on them.
Friday	2022/6/3	3:00 PM	9:00 PM	6	Keep working on the additional activities. Keep working on the project optimisation.	The progress seems better than the team planned. However, everything will work fine only if the rest of the activities can be achieved by these efficiency, otherwise some of them may need to be given up.	Achieved some of the high priority activities and a part of the code got optimised.
Saturday	2022/6/4	12:00 PM	3:00 PM	3	Keep working on the additional activities. Keep working on the project optimisation. Start preparing the poster and demo.	The most of the activities had been achieved and all the rest of the activities were low priority and the team plan to catch up the project plan that prepared for week 12 first and see the efficiency.	Completed the activities.The team will complete everything for the code part by the week 13. And complete the project by the end of the semester.
			Total	**39**			