

MCI Project Weekly Time Sheet

Team
19

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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	12:00 PM	6:00 PM	6	Prepare for the pitch presentation, attending the lecture, team meeting making conclusion of what we currently got for the understanding of everything the project	Seems that we have already know everything but doing little about it.	Combine all the team members' research result and make a clear show in the slides.
Tuesday	2022/3/22	11:00 AM	6:00 PM	7	Make draft slides for myself and learn relevant knowledge about that.	Learning the data mapping and data dictionary.	Catching up the client's requirements.
Wednesday	2022/3/23	11:00 AM	9:00 PM	10	Complete draft of the pitch slides, team meeting giving comments of the draft pitch slides with each other, collecting questions about the client meeting.	Finish the Pitch Slides for the project. Make sure the client meeting had a good feedback.	Writing the draft of the presentation.
Thursday	2022/3/24	6:30 PM	8:30 PM	2	Workshop and 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	The client gave very useful feedbacks of our slides and provided suggestions to improve the structure of the slides so that our pitch slides will

Friday	2022/3/25	10:00 AM	3:00 PM	5	Team 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.
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	Practise for the Pitch presentation and make sure to finish my part in 2.5minutes.
Total				33			