

MCI Project Weekly Time Sheet

Team 19	Student ID a1788871				Week starting: 2		
Day	Date	Time In	Time Out	Total hours	Task	How does it fit its project plan?	Outcome/Next action
Monday	7/3/2022	12:00 PM	6:00 PM	6	Have a short conversation with the lecturer talking about the group formation and the topic of the project, and attend the zoom lecture	Great communication with the team members and received basic information about the course such as assessment and recommendation of time spending through the lecture	Successfully form a great team and understand the frame of the course
Tuesday	8/3/2022	2:00 PM	5:00 PM	3	Attend the workshop for group formation, hold a short team meeting and complete the agenda	Briefly take a look at the project description and try to understand the objective for the project, and confirm the team formation	Have a brief knowledge of every team member, simply understand the structure of the project, upload the agenda to Github and plan to start doing research soon
Wednesday	9/3/2022	2:00 PM	6:00 PM	4	List the questions that is going to ask during the client meeting and then attend the fist client meeting	Another project topic was recommended by the client, therefore the team start comparing the two projects and try to make the final decision	A quick project research for the new topic and complete the meeting minutes
Thursday	10/3/2022	2:00 PM	7:00 PM	5	Zoom meeting discussing the new project topic, attend the workshop one more time to learn being confidence in a presentation	Keep doing research for the tools that may need to use for the project	Simply understand the structure of the project by looking through the open source provided by the client
Friday	11/3/2022	5:00 PM	7:00 PM	2	Make the final decision of the project topic, invite the client to join the group in slack	Start learning important development tools that need to use	Confirm the project topic with the client and will start planning project framework
Saturday	12/3/2022	3:00 PM	9:00 PM	6	Watch the recording for the first client meeting, start learning python and SQL	Clarify the first few steps of the project and the responsibility of every team member	Briefly learnt the tools used for storing tables in the database and generating graphs
Total				26			