

# MCI Project Weekly Time Sheet

Team 19		Student ID a1788871		Week starting: 5			
Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	28/3/2022	3:00 PM	9:00 PM	6	Complete the pitch presentation by following the pitch slides, attend the weekly lecture, try to understand what the project requirements provided by the client	For the pitch presentation, it still fit to our project plan, however the requirements need to be fully understood as soon as possible	Complete the first draft of the pitch presentation individually, learn new knowledge from the lecture and partially understood the requirements of the project that the team need
Tuesday	29/3/2022	6:00 PM	8:00 PM	2	General group meeting to give comments for the individual pitch presentation parts with each other	Everything seems going well because we tried to make further improvement for the pitch presentation	Every team member's pitch presentation seems well completed but still need to improve, try to combine the final version of pitch presentation by tomorrow noon
Wednesday	30/3/2022	12:00 PM	9:00 PM	9	Complete the final version of the individual pitch presentation, second group meeting, combine the individual pitch presentation together	Get stuck at some points while combining the pitch presentation videos due to unknown reasons, submit the pitch presentation youtube link very close to the due time of the assignment which is unexpected, but at least we did it finally	Complete the pitch presentation for the whole group
Thursday	31/3/2022	5:00 PM	7:00 PM	2	Doing more research on the project requirements provided by the client	Get more ideas to fit the requirements of the project	Mostly understood the functions that the project is supposed to achieve
Friday	1/4/2022	5:00 PM	10:00 AM	5	Third group meeting discussing about the role allocation of the business case & draft plan	Make the allocation of the business case & draft plan to get ready for the assignment	Every team member get ready for what the team need to do for the business case & draft plan
Saturday	2/4/2022	6:00 PM	12:00 AM	6	Start doing research for the parts that I contribute for the business case & draft plan	Catch up the project plan while learning fundamental knowledge of the project to write the business case & draft plan	Get a number of ideas that could be useful for the business case & draft plan
Total				30			