# MCI Project Weekly Time Sheet

**Team** LS1 **Student ID** a1906510 **Week starting:** March, 31 (Week 5)

| Day | Date | Time In | Time Out | Total hours | Task | How does it fit ito project plan? | Outcome/Next action |
|---|---|---|---|---|---|---|---|
| Monday | March, 31 | 1:00 PM | 5:00 PM | 4 | Attended Q&A session with supervisor and client; clarified Add/Display functionality | Gathered direct feedback and confirmed key requirements | Documented Q&A summary and refined design direction |
| Tuesday | April,1 | 10:00 AM | 6:00 PM | 8 | Drafted functional spec for Add Items and Display Items (fields, interaction logic) | Established structured PRD content supporting dev work | Shared draft for team feedback |
| Wednesday | April,2 | 12:00 PM | 9:00 PM | 9 | Completed the Communication Plan section of Business Case, including internal/external comms | Defined communication channels, roles, and frequency | Final version integrated into Business Case |
| Thursday | April,3 | 10:00 AM | 2:00 PM | 4 | Assisted in compiling final Business Case and aligning format with PRD | Ensured document consistency and submission quality | Merged final version ready for hand-in |
| Friday | April,4 | 4:00 PM | 9:00 PM | 5 | Attended lecture and weekly meeting; reviewed submission checklist for Business Case | Ensured timely submission and clarity of each member's contribution | Updated task list and uploaded final document |
| Saturday | April,5 | 3:00 PM | 6:00 PM | 3 | Archived all weekly deliverables; uploaded to Drive with responsibility labels | Ensured visibility and traceability of contributions | Drive structure complete; pending review feedback |
| | | | **Total** | 33 | | | |