MCI Project Weekly Time Sheet

Team LS1   **Student ID** a1894876   **Week starting:**   March, 3 (Week 1)

Day	Date	Time In	Time Out	Total hours	Task	How does it fit ito project plan?	Outcome/Next action
Monday	March, 3	9:00 AM	12:00 PM	3	1. Join project team and get acquainted with team members 2. Gain understanding of research content	Establishes foundation for effective collaboration and aligns understanding of project goals	1. Create summary document of research objectives 2. Share key questions for Tuesday's technology review
Tuesday	March, 4	2:00 PM	6:00 PM	4	Review potential technologies based on previous project and internship experience, focusing on web development tools	Ensures appropriate technology selection aligned with project requirements and team capabilities	1. Produce a shortlist of recommended technologies 2. Identify potential technical challenges
Wednesday	March, 5	9:00 AM	12:00 PM	3	Review university course syllabus and prepare for upcoming lectures	Connects academic knowledge with project implementation	1. Identify relevant lecture topics aligned with project 2. Create notes on key concepts to apply 3. Share useful resources with team members
Thursday	March, 6	2:00 PM	6:00 PM	4	Review git operations and software development processes	Establishes efficient workflow and ensures quality code management practices	1. Document branching strategy 2. Create development workflow guidelines for team
Friday	March, 7	11:00 AM	10:00 PM	10	1. Attend this week's lecture 2. Participate in first weekly meeting and meet supervisor 3. As team leader, record meeting minutes and ensure team understands conclusions and action items 4. Document members' backgrounds and technical strengths	Formalizes project kickoff, establishes communication channels, and defines roles and responsibilities	1. Distribute meeting minutes with clear action items 2. Create team skills matrix document 3. Schedule follow-up meetings as needed
Saturday	March, 8	10:00 AM	6:00 PM	6	Research web technology stack (frontend and backend) required for the project	Finalizes technical architecture decisions and prepares for development phase	1. Produce technical architecture document 2. Prepare for next week's implementation tasks
			Total	30			