

MCI Project Weekly Time Sheet

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Week starting: March, 10 (Week 2)

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	10-3月	9:00 AM	1:00 PM	4	Read project overview and assignment brief to understand deliverables and assessment	Clarified expectations and timeline before the project starts	Listed key tasks and noted milestone deadlines
Tuesday	11-3月	10:00 AM	6:00 PM	8	Researched WMS (Warehouse Management Systems) and analyzed user/manager-side features	Helped understand real-world system structures and flows	Compiled list of commonly used features like item adding, inventory display etc.
Wednesday	12-3月	10:00 AM	6:00 PM	8	Studied frontend/backend stacks (e.g. React, Flask, MongoDB) used in similar projects	Built foundation for understanding future development work	Wrote down notes on tools and basic implementation flow
Thursday	13-3月	1:00 PM	3:00 PM	2	Organized team Drive folders, created sections for "Reference Projects" and "Learning Materials"	Supported future team coordination and knowledge sharing	Folder structure complete; ready to upload files
Friday	14-3月	4:00 PM	11:00 PM	6	Attended lecture; noted milestone expectations and supervisor feedback	Gained clarity on what Business Case involves and pending task allocations	Drafted questions for next team meeting
Saturday	15-3月	1:00 PM	3:00 PM	2	Summarized the week's findings into a quick reference doc for the team	Shared knowledge to support team learning alignment	Uploaded document to team Drive; revisit later when writing the PRD
Total				30			