

MCI Project Weekly Time Sheet

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Week starting: March, 31 (Week 5)

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	31-3月	9:00 AM	1:00 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	1-4月	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	2-4月	10:00 AM	6:00 PM	8	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	3-4月	1:00 PM	3:00 PM	2	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	4-4月	4:00 PM	11:00 PM	6	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	5-4月	1:00 PM	3:00 PM	2	Archived all weekly deliverables; uploaded to Drive with responsibility labels	Ensured visibility and traceability of contributions	Drive structure complete; pending review feedback
Total				30			