MCI Project Weekly Time Sheet

Team LS1 Student ID a1906510 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 | 1:00 PM | 4 | First team meetup; team member introductions and overview of MCI project | Established team communication and identified general role preferences | Agreed to take responsibility for some PRD and presentation parts |
| Tuesday | March, 4 | 10:00 AM | 6:00 PM | 8 | | Built understanding of how Add and Display features usually work | Noted down key interaction design patterns |
| Wednesday | March, 5 | 10:00 AM | 6:00 PM | 8 | Reviewed project brief and past student examples; brainstormed manager perspective features | Prepared for later contribution to the Pitch Presentation | Created a rough draft of manager workflow |
| Thursday | March, 6 | 1:00 PM | 3:00 PM | 2 | Helped team organize Google Drive folders and upload useful resources | Established structured documentation for better team coordination | Drafted initial PRD section structure |
| Friday | March, 7 | 4:00 PM | 11:00 PM | 6 | Attended first lecture and learned about MCI expectations | Understood key deliverables and marking criteria | Confirmed exact ownership of functional tasks |
| Saturday | March, 8 | 1:00 PM | 3:00 PM | 2 | Summarized weekly work and drafted personal task list | Clarified follow-up tasks and workload scope | Uploaded documents to team drive for backup |
| | · | · | Total | 30 | | | |