

## MCI Project Weekly Time Sheet

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Week starting: 04

| Day       | Date       | Time In  | Time Out | Total hours | Task   | How does it fit its project plan?  | Outcome/Next action   |
|-----------|------------|----------|----------|-------------|--|--|---|
| Monday    | 21/03/2022 | 12:00 PM | 5:30 PM  | 5.5         | 1. Client meeting.<br>2. Group discussion.                               | The client meeting is for weekly update with our client.<br>Group discussion is for our assignment pitch presentation.       | The client meeting did not work out. Our team discussed the details of our pitch presentation.                            |
| Tuesday   | 22/03/2022 | 9:00 AM  | 5:30 PM  | 8.5         | Write pitch presentation slides  | The Pitch presentation is one of our assignments, the slides are for consolidation and review.                               | Finished my parts, next will review with the team.  |
| Wednesday | 23/03/2022 | 1:00 PM  | 4:00 PM  | 3           | Group meeting for reviewing the first version of our pitch presentation. | We planned to prepare the first version of our pitch presentation so that we could collect feedback from Cruz and our tutor. | The first draft was ready. Next we are going to ask feedback and build second version.                                    |
| Thursday  | 24/03/2022 | 11:00 AM | 7:00 PM  | 8           | Getting feedback from Cruz   | This consulting session is for improve our pitch presentation.   | We get feedback and decided to redo the presentation. The new structure was settle, and we have finished partial content. |
| Friday    | 25/03/2022 | 9:00 AM  | 1:00 PM  | 4           | Finalize the second version of pitch presentation.                       | This task follows the task yesterday.  | Finished my parts for the second version of pitch presentation.   |
| Saturday  | 26/03/2022 |          |          |             |  |  |   |
| Total     |            |          |          | 29          |  |  |   |