

## MCI Project Weekly Time Sheet

Team 5 Student ID a1790922 Week starting: 5

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	28/03/2022	13:00:00	2:00 PM	1	Client meeting	We schedule client meetings and group meeting every Monday after the workshop time.	We synced our current progress with the client and asked when data will be available.
Tuesday	29/03/2022	9:30 AM	11:00 AM	1.5	Data analyse	We need to analyze the data obtained from our customers to provide the functionality of our website.	Next step we plan to import the csv data provided by the client into the database.
Wednesday	30/03/2022	9:30 AM	5:30 PM	8	Write business plan draft	I finished the the part to discuss the risk management. The risk management is important in the project management and I should identify the risks and provide solutions.	We should finish the draft before the consultation with Cruz tomorrow.
Thursday	31/03/2022	11:00 AM	1:00 PM	2	Consultation with Cruz	We asked for the feedback about our business plan.	We need to change a lot base on the suggesting from the Cruz. The most important point is that we want to provide more features but no of them are accurate. The users may confuse about them.
Thursday	31/03/2022	1:00 PM	5:00 PM	4	Group meeting	We discussed how to improve the business plan base on the feedback.	We plan to remove two features from the plan and pay more attention to the rest two features. We will schedule a meeting with the client to discuss these changes.
Friday	1/04/2022	2:30 PM	3:00 PM	0.5	Client meeting	We asked the client's opinion on revising the project plan.	The customer agreed to our modification plan, and then we will start to divide the work and modify the report.
Friday	1/04/2022	3:00 PM	4:30 PM	1.5	Group meeting	We discussed the division of labor for revising the report.	Each of us will do our part this weekend and meet next week to discuss.
Saturday	2/04/2022	10:00 AM	6:30 PM	8	Working on the business plan	I want our reports to be detailed and precise instead of wasting space on irrelevant parts.	I have revised the descriptions of the functions to make them as accurate as possible. I also revised the risk management section and removed the duplicates
Total				26.5			