MCI Project Weekly Time Sheet

Team 5 **Student ID** a1820200   **Week starting:** week 3

Day	Date	Time In	Time Out	Total hours	Task	How does it fit ito project plan?	Outcome/Next action
Monday	14th March	3:00 PM	4:00 PM	1	Prepare for the presentation for client meeting on Tuesday.	Demonstrate our prototype/ideations for this project, ask the client for feedback for future planning.	Meeting with the client.
Monday	14th March	4:00 PM	5:00 PM	1.5	Look back for the past week, update the tracking project progress. Writing agenda for Tuesday's client meeting & group meeting.	benefit with planning for the tasks for next week/stage.	Meeting with the client.
Tuesday	15th March	10:00 AM	3:30 PM	5.5	Read "the scrum guide", SEP lecture slides, SEP example shared from the team.	Help me understand the relationship between sprint backlog, product backlog, increment and product goal. And also let me be mindful of risk, quality management; and an obverall view of how to test our code. These project management knowledge makes sure I can be part of the project management process.	Next move: building up product backlog, sprint backlog, risk & quality management log and user stories
Tuesday	16th March	4:00 PM	5:00 PM	1	Group meeting, discuss about the content of the pitch. Content allocation for individual.	Pitch is a important step in the beginning stage of a project. It makes sure the developing team and client are on the same page.	Allocation tasks for individual on github project page
Tuesday	16th March	5:00 PM	6:00 PM	1	Writing the meeting minutes, allocate tasks for individual in github project page.	It is important to keep track of everyone's work.	Execute the plan, do the task.
Wednesday	17th March	12:00 PM	12:30 PM	1.5	Client meeting, and writing meeting notes after the meeting.	It is important at this stage to show client our ideas and how we management to do the project, and get the feedback to make sure we are on the right directions.	Based on the feedback and suggestions from client, start to think about what the function we would be doing for the first sprint and how to can do it.
Thursday	18th March	6:00 PM	12:00 PM	6	Watching tutorial about CSS and JavaScript	Learning CSS is important to achieve the UI plan that I designed for sprint 00. JavaScript is for vidulistiong the data, as I lean today there is a library is helping developer to build inforgraohic with massive data which is called D3.js.	Keep learning CSS and D3.js.
Friday	19th March	8:00 PM	9:00 PM	1	Prepare the content for pitch presentation.	My part is to evoke the interest to the audience, and tell the audience what kind of problem our product can solve.	Next step: design the layout for the pitch presentation.
Friday	19th March	9:00 PM	12:30 PM	3.5	Go through the group's pitch content, extract the important points. Design the layout for the pitch presentation.	The design part is important, as the presenter, I should think about how to make my points clearly. I should think about what is a better listening journey for the audience to find the key points and want to keep listening.	I have not finished the design yet, there are some pages that I am not sure about how to present. I need to talk to my groupmate Lei Jin about how he wants to present the user value page.
Saturday	20th March	8:00 PM	11:00 PM	3	Watch React tutorial	Have a better understanding of how React work.	I did not finished the tutorial, next step is to finish the tutorial and practice with the it.
Sunday	21th March	8:00 PM	8:30 PM	0.5	Go through what the team did for this week, manage and update the project progress on github.	Beware of what the project's progress not only as individual's perspective but also as a team.	Uodate of Tracking project progress
			Total	25.5			