MCI Project Weekly Time Sheet

Team 05   **Student ID** a1817812   **Week starting:** 01

Day	Date	Time In	Time Out	Total hours	Task	How does it fit ito project plan?	Outcome/Next action
Monday	28/02/2022	12:00 PM	2:00 PM	2	Group forming discussion.	Group forming is the bacis need for the project, the project can be started after this task.	We confirmed the team members of team 5, which are Yenyou, Yiwei, Athena, and Alvin.
Tuesday	1/03/2022	3:30 PM	5:30 AM	2	Project topic discussion with group mates. Our project subject was changed from "Online tool to summarize 'long' videos" to "Text to Perpetrator: visualising suspect description".	The project topic is what we are doing to put our efforts on in the next 12 weeks, the difficulty of the project also relates to our final grades.	The team discussed and agreed to apply for a change of currently allocated project, which was a NLP Machine Learning subject.
Wednesday	2/03/2022	10:30 AM	12:00 PM	1.5	Project subject settlement with group mates. After receiving the reply from Cruz, we had several options to choose, we discussed within the team and finalized our prefered subjects.	The project topic is what we are doing to put our efforts on in the next 12 weeks, the difficulty of the project also relates to our final grades.	Our team finally settled in the subject of Student Progress Analysis
Thursday	3/03/2022	10:00 PM	12:30 AM	2.5	Discussion for the angenda of our client meeting.	The first client meeting could give us a brief idea and bacis requirement of the project, it helps us to build the conection with our client and have a better understanding of the project.	Our team sent an email to invite our client Nick to attend our first meeting. We made a detailed plan and agenda for the meeting , including the meeting process and the questions we prepared for our client.
Friday	4/03/2022	10:00 AM	12:00 AM	2	Confirmed with the client Nick about the schedule of our first meeting.	The first client meeting could give us a brief idea and bacis requirement of the project, it helps us to build the conection with our client and have a better understanding of the project.	Our first client meeting will be at 1:30 PM on next Monday (07/03/2022).
Saturday	5/03/2022	10:00 AM	6:00 PM	8	Study MERN stack on LinkedIn Learning.	Our project is to develop an online tool to analysis students' progress, MERN stact is a mature technology that wildly used for web development. Learning MERN Stack will help our project to build the framework of our project.	Finished partial lessons of MERN stack essential. Will keep learning and practicing for this tech stack.
			Total	18			