

MCI Project Weekly Time Sheet

Team

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Week starting: week 2

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	7th March	12:00:00	2:00 PM	2	Group meeting setup for communication channel, docs tracking shared folders. Clients meeting	At the preparation part of the project, this meeting helps us have a better understanding of the project	A list of expectations that client has for this project. Things to improve for next meeting, update my zoom so that there can be unlimited meeting hours and will not be cut off on the halfway of the meeting.
Monday	7th March	3:00 PM	4:00 PM	1	Group meeting, outline the project, task breakdown, Determine Technology Stack, assign task to individuals	By assigning role at the early stage, individuals would have more time to learn their part of job	Next step is make a website prototype to present to clients
Monday	7th March	9:00 PM	11:00 PM	2	review client meeting recording, write minutes meeting for both clients and group meeting	To clarify the project requirements, and write down the task for further track	For the recording, I have to convert audio to text which is a waste of time. For next meeting I would use zoom recording and let zoom convert it for me
Tuesday	8th March	2:00 PM	4:00 PM	2	Come out with the website architecture based on client's requirements. Decide the colour palette and do the user experience design for the website.	It is the core part of next clients meeting, where it has our ideas about the product.	I am overestimated the task. It took me an hour to research and think about what kind of website design is suitable for our project, since it is not a commercial website so it does not have a template. I need another at least 4 hours to finish it.
Tuesday	8th March	5:00 PM	5:30 PM	0.5	Group discussion about how to keep our working progress in track, and some job assignments.	Setup project and columns on our github. And I learn how to assign tasks to the team as a scrum master.	Do the research for software requirements specification
Tuesday	8th March	5:30 PM	6:00 PM	0.5	As the Scrum master for the first sprint, assign tasks for the team.	Everyone will know their works and prepare both for client meeting and the pitch.	Note that everyone has the access to change to note on github project, so update the progress in time.
Wednesday	9th March	3:00 PM	12:00 AM	9	Design the user interface and user experience for the website. Build the interaction movement between the product and users.	The website can show our client the functions in our website. It can also benefit the pitch.	Slightly overdue (as I assign 4 hour for this task on Tuesday). Next step is show the prototype to the team, if it is approved by the team I can present it to our client to get feedback and improve it.
Thursday	10th March	7:00 PM	12:00 AM	5	Since I am new to front end web development, as far as I know there are multiple languages that is used for the task. Base on the design that I have for the website, I need to determine which language has the best library for data visualization. So the plan is to have a brief view of front end language and understand each's strength, and consider how it can connect with the back end data.	It helps me estimate how much I need to learn, and build an individual progress plan.	A Gantt chart of Individual progress plan
Friday	10th March	8:00 PM	11:00 PM	4	Watch Tutorial of CSS	Followed the Individual progress plan, preparation for building the website	Finished the tutorial for beginners, need an advanced tutorial in the future.
Saturday	11th March	8:00 PM	9:00 PM	1	Go through what the team does during the week. Including SRS, PPT for the client, SPA-system graph and user case graph.	Acknowledge of the team's process, it is better for planning the tasks for next week.	Plan for next week
Total				27			