

## MCI Project Weekly Time Sheet

Team

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Week starting: week 4

Day	Date	Time In	Time Out	Total hours	Task	How does it fit to project plan?	Outcome/Next action
Monday	21th March	12:00 PM	1:00 PM	1	Group discussion about the content for the client meeting. Summary of what we did last week, and a rough plan of this week. Organize the tasks on github projects. Show the group about the pitch slide, and ask for feedback.	Help us understand where we are in the project timeline. Make sure the pitch slide is suitable for everyone, in order to present a better demonstration of our project to the audience.	Next step: client meeting
Tuesday	22th March	12:00 PM	2:00 PM	2	Write the pitch script for practising reason. Add the script to slide's note, prepare for the slide draft submission on Wednesday.	It helps us get feedback from tutor/lecturer, then we can improve the pitch.	Next step: Group meeting on Tuesday night
Tuesday	22th March	5:00 PM	7:30 PM	2.5	Change the design of pitch presentation.	To perform a easy to understand, text light and graph heavy presentation that can keep the audience from distraction.	Next step: Group meeting on Tuesday night
Wednesday	23th March	10:00 AM	12:00 PM	2	Watch the React Tutorial (Quick Start Edition)	This is helpful to quickly build up a big picture of React, it is helpful for me to understand its logic.	Next step: Fillup the detail of each part of react
Wednesday	23th March	4:15 PM	4:45 PM	0.5	Group meeting checking the slide draft for pitch presentation. Determine the consulting time. Take about the practical task for individuals.	To deliver the pitch slide draft	Next step: Change of the slide.
Wednesday	23th March	4:45 PM	5:45 PM	1	Write meeting note. Email Cruz for consulting. Change the slide	To deliver the pitch slide draft	Next step: Consulting with Cruz & Reberto tomorrow.
Thursday	24th March	12:00 PM	1:30 PM	1.5	We got pitch feedback from Cruz, there is something wrong with our structure. We spend to much time taking about our function and how we manage to achieve it. Instead we should talk more about what and how. So we have group meeting for the new structure of the pitch presentation.	Important for deliver the pitch in the right direction	Assigned tasks and change the pitch content
Thursday	24th March	1:30 PM	4:00 PM	2.5	Write the content for pitch slides	Important for the pitch to have a easy to understand content.	Group meeting to discuss the new version of slides
Thursday	24th March	4:00 PM	4:30 PM	0.5	Group meeting to check the content of the slide	Important for the pitch to have a easy to understand content.	Design the layout of the slide
Friday	19th March	6:00 PM	10:00 PM	4	Design the layout of the pitch	Important to deliver an engaging pitch with high quality of layout and illustration design	Counting the time for my part, and gether the length with our team member
Saturday	20th March	8:30 PM	11:00 PM	3	Installing Node.js, configuration environment for REACT, MongoDB	This week, I should be practising js, html and css that I learn. Configuring the environment is the foundation for any programming task that happen in this project.	Practice what I learn so far.
Sunday	21th March	3:00 PM	7:30 PM	4.5	Practice under React	Practice for building the webpage, and get myself familiar with rules with React.	Start to practice with building up the website for the project
Total				25			