

MCI Project Weekly Time Sheet

Team

Student ID

Week starting:

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	28th February	12:00:00	4:00 PM	4	MICP workshop & lecture, team first meeting	Preparation stage	A brief understanding of the course and project.
Tuesday	1st March	12:00 PM	4:00 PM	4	HTML tutorial	I have a design background, thus I think it will be suitable for me to take the responsibility of the design, layout of the product. So I watched some tutorial to get some preparation.	Get myself familiar with other front end languages
Wednesday	2nd March	10:30 AM	11:30 AM	1	group meeting, choose project	We want to find a project that is challenging but doable based on our ability and skill set. For the first project that we got, neither of us has knowledge in natural language programming. So we had a meeting, go through the project list together and figure out what projects we can take.	Project chosen: Building social platform for autistic individuals and Student Progress Analysis
Thursday	3rd March	10:00 PM	11:30 PM	1	Clients meeting agenda, email meeting invitation with client	A conversation with the client to collect the requirements. A project plan will be created after this meeting.	A brief understanding of the course and project.
Saturday	5th March	8:00 PM	11:00 PM	3	Tutorial about agile project management and github	I will be the Scrum master for the first sprint, but I do not have any knowledge / experience. I need to educate myself.	I had an overview of the jobs of scrum master, and a job list that I need to do by next week.
Total				13			