

## MCI Project Weekly Time Sheet

Team 5 Student ID a1686965 Week starting: 28/02/2022

Day	Date	Time In	Time Out	Total hours	Task	How does it fit its project plan?	Outcome/Next action
Monday	28/02/2022	1:00:00 PM	4:00 PM	3	Decided a project	A project starting plan	<b>Project:</b> Online tool to summarize "long" videos. (We looked into Professor Cruz's office) Still unsure if we are going with this project. <b>Next Action:</b> Do research on this(what we need to know, how to start) while my team decide whether if we are actually going with this project.
Tuesday	1/03/2022	8:30 AM	11:00 AM	2.5	Look into how to create a Website	Before learning how to summarize a "long" video, I need to learn how to make a website as I have never learn to do it.	Can use Python to create a website. Will need to discuss with teams which framework we will be using. They are still deciding whether we proceed with this project or change it.
Tuesday	1/03/2022	3:45 PM	4:45 PM	1	Do research on NLP on Youtube	That's our new project announced to us. Really important to know about NLP before starting this project.	Need a few things such as Tokenization, POS tags and others. For now I will be focusing on these two. May need to allocate some time this week to work on it. My team did mentioned we are going to request for a project change, so I won't be doing anymore research.
Wednesday	2/03/2022	10:30 AM	11:30 AM	1	Group meeting in zoom	Decide what to do as our project	Our preference is: 1) "Building social platform for autistic individuals", 2) "Student Progress Analysis", 3) "Visualization of Robot Trajectory". Yiwei Zhang will email to Professor Cruz and we will wait for the conclusion.
Thursday	3/03/2022	10:30 AM	12:30 PM	2	Identify the things needed for the project	Gives me a idea of how the project will go before having a meeting with my team	I am thinking of using python to make a website. The requirement is to process and present CSV data, so I am thinking of using python import CSV. Tomorrow or the next few days, my plan is to look up on HTML and CSS for making the website.
Thursday	3/03/2022	10:00 PM	11:00 PM	1	Meeting on zoom with team	Decide our agenda before contacting our client (Nick)	We have come up with an draft of our agenda, emailed the client to book a time.
Friday	4/03/2022	11:00 AM	12:00 PM	1	Making preparation for the meeting	I have to prepare for the 1st meeting so that we won't waste both our time and client's	It will be on next Monday at 1:30pm. We will introduce ourself and ask for details requirements for input and output, and maybe some functional requirements as well. We also decided to talk about the milestone and some Q&A sessions for some follow up questions.
Friday	4/03/2022	1:00 PM	4:00 PM	3	Going through the lecture slides again and the recordings	Helps me focus on the main goal	Tomorrow or the day after, I am going to have a look at what we will be doing for next week and have a preparation before next Monday.
Saturday	5/03/2022	4:00 PM	6:00 PM	2	Have a look at next week's task/content	More time to prepare	Prepare the meeting with client for next Monday
Total				16.5			