

MCI Project Weekly Time Sheet

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Week starting: 28/02/2024

WEEK 1 28/02/2024 - 3/3/2024

Day	Date	Time In	Time Out	Total hours	Task	How does it fit to project plan?	Outcome/Next action
Monday							
Tuesday							
Wednesday	28/02/2024	2:00 PM	3:00 PM	1	Group Meeting to decide the project preference.	Ensure that everyone is interested in and enthusiastic about the project	send preference email to lecturer
Thursday	29/02/2024	7:00 PM	11:00 PM	4	Review the course outline for the MCI Project; Organize all necessary submission documents along with deadlines and grading criteria from the teacher; Preparing the first internal group meeting topic.	Familiarize with all timelines and tasks to ensure nothing is overlooked	Draft a goal-oriented Internal Meeting Agenda
Friday	01/03/2024	7:00 PM	9:00 PM	2	Learning the full-stack frame and database tools for SaaS	Find the most suitable technology stack for this project.	SWOT for different frame and tools
Saturday	02/03/2024	2:00 PM	9:00 PM	7	React crash course learning	Pre-learn frameworks in advance to prepare for coding ahead.	Learn Javascript language and React DOM rules
Sunday	03/03/2024	2:00 PM	9:00 PM	7	React crash course learning	Pre-learn frameworks in advance to prepare for coding ahead.	Learn React status control
				Total	21		

WEEK 2 04/03/2024 - 10/3/2024

Day	Date	Time In	Time Out	Total hours	Task	How does it fit to project plan?	Outcome/Next action
Monday	04/03/2024	3:00 PM	6:00 PM	3	First internal group meeting to discuss MCI Project deliverables by reviewing the required deliverables for our MCI Project course, including timelines, requirements, and grading criteria. Also, Collaboration & Communication Tools & Lessons Learned by discussing on the tools we will use for effective collaboration and communication throughout the project. Besides, we discussed project-Related Matters, like client first meeting agenda and our project scope overview.	Group Management for document and communication plan: Each member understands the tasks to be completed for the project and each important milestone; establish a unified communication mechanism and online document collaboration mechanism; discuss project objectives, why and what, target users.	Create a team cloud file collaboration folder; Establish a library of lessons learned, and everyone can share and learn together; Set a regular scheme for offline weekly meetings; Determine the content of the first meeting with the client I was assigned to draft the first meeting agenda and pitch presentation structure outline.
Tuesday	05/03/2024	8:00 PM	9:00 PM	1	First client meeting agenda draft	Follow the first meeting agenda tasks	First client meeting agenda draft doc
Wednesday	06/03/2024	6:00 PM	7:00 PM	1	Second internal group meeting to review the first meeting agenda draft	Align with upcoming milestone for pitch presentation	First client meeting agenda draft doc
Thursday	07/03/2024	7:00 PM	8:00 PM	1	First client meeting agenda	Follow the first meeting agenda tasks	First client meeting agenda
Friday	08/03/2024						
Saturday	09/03/2024	9:00 AM	6:00 PM	8	Next.js crash course learning	Pre-learn frameworks in advance to prepare for coding ahead.	Learn the Router function about Next.js
Sunday	10/03/2024	10:00 AM	7:00 PM	8	Next.js crash course learning	Pre-learn frameworks in advance to prepare for coding ahead.	Learn the Auth function about Next.js
				Total	22		

WEEK 3 11/03/2024 - 17/3/2024

Day	Date	Time In	Time Out	Total hours	Task	How does it fit to project plan?	Outcome/Next action
Monday	11/03/2024	9:00 PM	10:00 PM	1	Pitch slides structure outline and template	Follow the last meeting agenda tasks	Pitch slides structure with checklist
Tuesday	12/03/2024	1:00 PM	2:00 PM	1	First client meeting	Aim to align the client and project team regarding the project scope and key deliverables	Clear project objective, target user, and core function
Wednesday	13/03/2024	3:00 PM	5:00 PM	2	The second internal meeting	Align with upcoming milestone for pitch presentation	Draft Prototype to clarify each function; Assign tasks for pitch slides objective, future plan and gantt chart part.
Thursday	14/03/2024	8:00 AM	10:00 AM	2	Pitch slides tasks	Follow the second meeting agenda tasks	Pitch slides objective, future plan and gantt chart pages
Friday	15/03/2024						
Saturday	16/03/2024	2:00 PM	9:00 PM	7	MongoDB crash course learning	Pre-learning database tools	Learn the Mongoose file in nest.js
Sunday	17/03/2024	2:00 PM	9:00 PM	7	MongoDB crash course learning	Pre-learning database tools	Learn the API about MongoDB
				Total	20		

WEEK 4 18/03/2024 - 24/3/2024

Day	Date	Time In	Time Out	Total hours	Task	How does it fit to project plan?	Outcome/Next action
Monday	18/03/2024	3:10 PM	4:00 PM	1	The second meeting with or client	Review pitch slides and prototype	Restructure pitch slides and function modification
Tuesday	19/03/2024	9:00 AM	11:00 AM	2	Pitch Slides beautification and grammar review	Assignment 1	Pitch slides ready
Wednesday	20/03/2024	2:00 PM	3:00 PM	1	Third group internal meeting to arrange pitch slide presentation	Assignment 1	Schedule time for Pitch presentation
Thursday	21/03/2025	9:00 AM	12:00 PM	3	Authentication crash course learning	Pre-learning authentication Function	
Friday	22/03/2025	4:00 PM	6:00 PM	2	Pitch Slides rehearsal and formal recording by zoom	Assignment 1	Pitch presentation
Saturday	23/03/2025	8:00 AM	4:00 PM	7	MongoDB crash course learning	Pre-learning database tools	Deep understanding how next.js interact with MongoDB
Sunday	24/03/2026	6:00 PM	11:00 PM	5	Business Plan & the third meeting agenda	Clear view and first milestone plan	The third meeting agenda file
				Total	21		

WEEK 5 25/03/2024 - 31/3/2024

Day	Date	Time In	Time Out	Total hours	Task	How does it fit to project plan?	Outcome/Next action
Monday	25/03/2024	6:00 PM	9:00 PM	3	modify Business Plan about milestone and git-flow based on client feedback	Business plan assignment	Modify business plan file
Tuesday	26/03/2024	8:00 PM	11:00 PM	4	tailwind crash course learning	Pre-learning for css tools	Learn how to optimize web interface
Wednesday	27/03/2024						
Thursday	28/03/2024	2:00 PM	7:00 PM	5	tailwind crash course learning	Pre-learning for css tools	Learn how to optimize web interface
Friday	29/03/2024	8:00 PM	10:00 PM	2	Forth group internal meeting to check the final version of business plan	Business plan assignment	Implement first milestone
Saturday	30/03/2024	8:00 PM	10:00 PM	2	Q&A discussion	Gain improvements ideas from discussion	Add some ideas for future extension plan
Sunday	31/03/2024	2:00 PM	7:00 PM	5	tailwind crash course learning	Pre-learning for css tools	Learn how to optimize web interface
				Total	21		

WEEK 6 1/4/2024 - 7/4/2024

Day	Date	Time In	Time Out	Total hours	Task	How does it fit to project plan?	Outcome/Next action
Monday	1/04/2024	9:00 AM	5:00 PM	8	Built up project initiative repo and testing demo in git; File git collaboration guidance.	Coding the layout and initiative version for codesnigt; split each file based on functions for easy cooperate	Built up main pages and testing demo ready
Tuesday	2/04/2024	8:00 PM	11:00 PM	3	Fifth group internal meeting to discuss repo	Each team member create own origin branch and a common branch 'develop'. A common view about how to commit code and pull request to merge with develop in the future collaboration	Avoid conflict in the future when coding as a team
Wednesday	3/04/2024	8:00 PM	10:00 PM	1	Forth client meeting	Gain several enhancement suggestions on CodeInsight	Gain codeInsight UI and function enhancement ideas
Thursday	4/04/2024	8:00 PM	10:00 PM	2	draft the forth client meeting minutes	Project management for meeting minutes	Adding new enhancement requirements in project to do lists
Friday	5/04/2024	8:00 PM	10:00 PM				
Saturday	6/04/2024	3:00 PM	10:00 PM	5	Data linking crash course between back-end and front-end	Pre-learning for React status managements	Learn how to link data between front-end and back-end
Sunday	7/04/2024	12:00 PM	6:00 PM	6	Data linking crash course between back-end and front-end	Pre-learning for useState Function	Learn how to link data between front-end and back-end
				Total	25		

WEEK 7 8/4/2024 - 14/4/2024

Day	Date	Time In	Time Out	Total hours	Task	How does it fit to project plan?	Outcome/Next action
Monday	8/04/2024	12:00 PM	8:00 PM	8	Filter algorithm crash course	Pre-learning for filter function	Learn how to do filter function on web
Tuesday	9/04/2024	9:00 PM	1:00 AM	4	Search algorithm crash course	Pre-learning for search function	Learn how to do search function on web
Wednesday	10/04/2024	3:30 PM	4:30 PM	1	Fifth client meeting	checking and seeking feedbacks from our client	several improvements mentioned to optimize web
Thursday	11/04/2024	9:00 AM	12:00 PM	3	Nodejs crash course	Pre-learning for data real-time saving	Learn how data transfer between front-end and back-end
Friday	12/04/2024						
Saturday	13/04/2024						
Sunday	14/04/2024						
				Total	16		
				Total	146		