

MCI Project Weekly Time Sheet

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Week starting: 28/02/2024

WEEK 1 28/02/2024 - 3/3/2024							
Day	Date	a	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	Participate in group meeting to select project topic.	Ensure project aligns with team's interests and skills.	Send project preference email to instructor.
Thursday	29/02/2024	7:00 PM	11:00 PM	4	Analyze project requirements; Compile necessary documents and deadlines; Prepare agenda for first internal group meeting.	Gain a clear understanding of project scope and timeline to ensure smooth execution.	Create a comprehensive meeting agenda to guide discussions.
Friday	01/03/2024	7:00 PM	9:00 PM	3	Investigate suitable full-stack frameworks and database solutions for SaaS development.	Identify the most appropriate technology stack for the project's needs.	Conduct a comparative analysis of potential frameworks and tools.
Saturday	02/03/2024	2:00 PM	9:00 PM	8	Complete Angular crash course to gain foundational knowledge.	Acquire necessary skills to contribute effectively to project development.	Learn TypeScript and basic Angular concepts.
Sunday	03/03/2024	2:00 PM	9:00 PM	8	Continue Angular crash course to deepen understanding.	Strengthen proficiency in framework to facilitate coding tasks.	Explore Angular components and services.
Total				24			

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	2:00 PM	5:00 PM	3	Engage in first internal group meeting to review project deliverables, collaboration tools, and client meeting agenda.	Establish a shared understanding of project goals, milestones, and communication strategies; discuss project objectives and target audience.	Define communication and collaboration protocols; outline key points for first client meeting.
Tuesday	05/03/2024	8:00 PM	9:00 PM	1	Assist in drafting first client meeting agenda.	Ensure meeting agenda aligns with project objectives and client expectations.	Contribute to the development of a comprehensive meeting agenda.
Wednesday	06/03/2024	6:00 PM	7:00 PM	1	Participate in second internal group meeting to review and refine first meeting agenda draft.	Ensure alignment with upcoming pitch presentation milestone.	Collaborate to finalize the first client meeting agenda.
Thursday	07/03/2024	7:00 PM	8:00 PM	1	Assess first client meeting agenda to ensure readiness.	Prepare for a productive and informative client meeting.	Familiarize with the finalized first client meeting agenda.
Friday	08/03/2024						
Saturday	09/03/2024	9:00 AM	6:00 PM	7	Undertake Next.js crash course to expand framework knowledge.	Acquire skills in alternative framework to enhance project versatility.	Master Next.js fundamentals and component creation.
Sunday	10/03/2024	10:00 AM	7:00 PM	7	Deepen Next.js knowledge through continued crash course.	Strengthen proficiency in framework to support coding tasks.	Explore Next.js directives and lifecycle hooks.
Total				20			

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	Contribute to the development of pitch slides structure and template.	Ensure pitch slides align with the agreed-upon structure and content.	Develop a checklist for pitch slides components.
Tuesday	12/03/2024	1:00 PM	2:00 PM	1	Attend first client meeting to discuss project scope and key deliverables.	Establish a shared understanding of project objectives, target users, and core functionalities with the client.	Document clear project goals, target audience, and essential features.
Wednesday	13/03/2024	3:00 PM	5:00 PM	2	Engage in second internal meeting to plan pitch presentation.	Ensure progress aligns with upcoming pitch presentation milestone.	Create a prototype draft and assign pitch slide responsibilities.
Thursday	14/03/2024	8:00 AM	10:00 AM	2	Complete assigned sections of the pitch slides.	Contribute to the development of a comprehensive and persuasive pitch presentation.	Deliver assigned pitch slide sections.
Friday	15/03/2024						
Saturday	16/03/2024	2:00 PM	9:00 PM	7	Undertake MongoDB crash course to gain database proficiency.	Acquire necessary skills to design and manage the project's database.	Learn MongoDB fundamentals and basic queries.
Sunday	17/03/2024	2:00 PM	9:00 PM	7	Deepen MongoDB knowledge through continued crash course.	Enhance database management skills to optimize project performance.	Explore advanced MongoDB queries and optimization techniques.
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	Participate in second client meeting to present pitch slides and prototype.	Gather valuable feedback to refine pitch slides and prototype based on client input.	Document client feedback for pitch slides and prototype enhancements.
Tuesday	19/03/2024	9:00 AM	11:00 AM	2	Refine and proofread pitch slides to ensure quality.	Finalize pitch slides for Assignment 1 submission.	Deliver polished and error-free pitch slides.
Wednesday	20/03/2024	2:00 PM	3:00 PM	1	Engage in third internal group meeting to plan pitch presentation logistics.	Coordinate pitch presentation rehearsal and recording to meet Assignment 1 requirements.	Schedule pitch presentation rehearsal and recording sessions.
Thursday	21/03/2025	9:00 AM	12:00 PM	3	Complete crash course on authentication mechanisms.	Acquire knowledge of authentication best practices to secure the application.	Gain understanding of authentication concepts and implementation.
Friday	22/03/2025	4:00 PM	6:00 PM	2	Participate in pitch presentation rehearsal and recording.	Ensure readiness for Assignment 1 submission.	Deliver a polished and well-rehearsed pitch presentation recording.
Saturday	23/03/2025	8:00 AM	4:00 PM	7	Continue MongoDB crash course with focus on framework integration.	Acquire skills to seamlessly integrate the databases with the chosen web framework.	Learn techniques for efficient MongoDB integration.
Sunday	24/03/2026	6:00 PM	11:00 PM	5	Assist in drafting business plan and third meeting agenda.	Ensure business plan and meeting agenda align with project objectives and next milestone.	Contribute to the development of a comprehensive business plan and meeting agenda.
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	1:00 PM	4:00 PM	3	Revise business plan incorporating client feedback.	Ensure business plan reflects client input and aligns with project goals.	Deliver an updated business plan that addresses client feedback.
Tuesday	26/03/2024	9:00 AM	2:00 PM	4	Undertake Bootstrap crash course to learn CSS framework.	Acquire skills in Bootstrap to enhance the application's user interface.	Learn Bootstrap fundamentals and component usage.
Wednesday	27/03/2024						
Thursday	28/03/2024	9:00 AM	2:00 PM	5	Continue Bootstrap crash course to deepen knowledge.	Strengthen proficiency in Bootstrap to create responsive and visually appealing layouts.	Explore Bootstrap grid system and utility classes.
Friday	29/03/2024	4:00 PM	6:00 PM	2	Participate in fourth internal group meeting to finalize business plan.	Ensure business plan is comprehensive and aligned with project objectives.	Collaborate to finalize the business plan for submission.
Saturday	30/03/2024	8:00 AM	10:00 AM	2	Engage in Q&A discussion to gather improvement ideas.	Identify potential enhancements to optimize the application.	Document ideas for future application improvements.
Sunday	31/03/2024	6:00 PM	11:00 PM	5	Explore Bootstrap custom components through continued crash course.	Acquire skills to create unique and interactive user interface elements.	Learn techniques for customizing Bootstrap components.
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	10:00 AM	6:00 PM	8	Initialize project repository and develop testing demo; Establish git collaboration guidelines.	Set up the foundation for collaborative development and ensure code quality.	Deliver functional main pages and testing demo.
Tuesday	2/04/2024	9:00 AM	12:00 PM	3	Participate in fifth internal group meeting to discuss repository management.	Define branching strategy and code collaboration practices to minimize conflicts.	Establish guidelines for effective teamwork and code integration.
Wednesday	3/04/2024	8:00 AM	10:00 AM	2	Attend fourth client meeting to gather feedback and suggestions.	Identify areas for improvement based on client input.	Document client feedback and prioritize enhancement tasks.
Thursday	4/04/2024	9:00 AM	11:00 AM	2	Draft minutes for the fourth client meeting.	Ensure accurate documentation of meeting discussions and action items.	Incorporate new enhancement requirements into project task list.
Friday	5/04/2024	1:00 PM	8:00 PM	7	Complete crash course on connecting front-end and back-end.	Acquire skills to enable seamless data exchange between application layers.	Learn techniques for efficient data management and communication.
Saturday	6/04/2024						
Sunday	7/04/2024	5:00 PM	11:00 PM	6	Continue crash course on front-end and back-end integration.	Strengthen proficiency in connecting application layers for optimal performance.	Explore API development and usage for data exchange.
Total				28			

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	10:00 AM	6:00 PM	8	Undertake crash course on filtering algorithms.	Acquire knowledge to implement robust filtering functionality in the application.	Learn techniques for efficient data filtering on the web.
Tuesday	9/04/2024	10:00 AM	12:00 PM	4	Complete crash course on search algorithms.	Gain skills to incorporate powerful search capabilities into the application.	Master search implementation techniques for web applications.
Wednesday	10/04/2024	3:30 PM	4:30 PM	1	Participate in fifth client meeting to gather feedback.	Identify areas for improvement based on client input.	Document client feedback and prioritize optimization tasks.
Thursday	11/04/2024	9:00 AM	12:00 PM	3	Undertake Express.js crash course to learn server-side framework.	Acquire skills to handle efficient data transfer between front-end and back-end.	Learn Express.js fundamentals and data handling techniques.
Friday	12/04/2024						
Saturday	13/04/2024						
Sunday	14/04/2024						
Total				16			