

MCI Project Weekly Time Sheet

Team 17 Student ID Week starting: 23/05/2022

Day	Date	Time In	Time Out	Total hours	Task	How does it fit to project plan?	Outcome/Next action
Monday	23/05/2022	1:00 PM	4:00 PM	3	Summarise unit testing results in the testing plan report	Part of the testing as planned	Completed
Tuesday	24/05/2022	5:00 PM	7:00 PM	2	Final review on testing plan report before submission	Testing report is submitted as scheduled	Testing plan report was well submitted
Wednesday	25/05/2022	3:00 PM	5:00 PM	2	Weekly meeting: Discuss on test report, preparation for the poster, demo and plan for presentation	Ensures team members are making progress on assigned tasks and getting assistance if needed.	Tasks on poster and demo were allocated
Thursday	26/05/2022	1:00 PM	5:00 PM	4	Work on allocated tasks on poster: Methodologies	This task is according to the plan and on the schedule	
		5:00 PM	7:30 PM	2.5	Urgent client meeting on technical issues	This meeting was not scheduled	Some issues were solved and clarifications on pending requirements were given
Friday	27/05/2022	11:00 AM	3:00 PM	4	Work on data integrity testing as part of data assurance	As part of the testing plan as scheduled	
Saturday	28/05/2022	11:00 AM	4:00 PM	5	Continue to work on data integrity testing as part of data assurance	As part of the testing plan as scheduled	
Sunday	29/05/2022	12:00 PM	2:00 PM	2	Weekly meeting	Ensures team members are making progress on assigned tasks and getting assistance if needed.	Update progress of testing with the client. Summarised all the testing results and discuss plan to prepare a full test report. Update on progress on the poster assignment.
Total				24.5			