MCI Project Weekly Time Sheet

| Team | 17 | **Student ID** | a1829241 | | **Week starting:** | | 28/03/2022 |

Day	Date	Time In	Time Out	Total hours	Task	How does it fit ito project plan?	Outcome/Next action
Monday	28/03/2022	4:00 PM	5:00 PM	1	Record and submit presentation		
Tuesday	29/03/2022	9:00 AM	3:00 PM	6	Work on database structure to reflect client's additional requirements	Database is a core part of the project and is being developed as planned	Working database that meets client's requirements
Wednesday	30/03/2022	3:00 PM	5:00 PM	2	Team weekly meeting [8/2022]	Update on project progress, set weekly goals of tasks expected to complete and solve any ongoing issues	Every member understands their role and on the same page for the project progress
Thursday	31/03/2022	5:00 PM	6:00 PM	1	Client meeting [2/2022]	Update on status database, project milestones, technical solution, q&a	Being on the same page with client regarding the developemnt of the project
Friday	1/04/2022	11:00 AM	5:00 PM	6	Work on screening functions as suggested by client	Being developed as planned, screening functions are considered important parts of the project	Working screening functions that reflect client's required criteria
Saturday	2/04/2022	1:00 AM	6:00 PM	5	Work on database structure to reflect client's additional requirements	Database is a core part of the project and is being developed as planned	Working database that meets client's requirements
Sunday	3/04/2022	12:00 PM	2:00 PM	2	Team weekly meeting [9/2022]	Update on project progress, check if allocated tasks are completed, set new goals	Project being developed to meet client's requirements
			Total	21			