MCI Project Weekly Time Sheet

Team	17	**Student ID**		a1814359		**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	8:00 PM	4	Record and submit presentation	attempted recording early to allow for different takes.	Team recording in zoom was infeasible due to screen sharing limitation while changing turns. Team members then recorded individually and combined videos
Tuesday	29/03/2022	3:00 PM	9:00 PM	6	Practice financial project on Codecademy	Get familiarity with financial tools in python to be used for the project	Better understanding of Python datascience applications and what tools might be of value to the project
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. Discuss client meeting and prepared questions
Thursday	31/03/2022	12:00 PM	6:00 PM	6	Database update, Client meeting [2/2022]	Update database to suit updated client requirements ahead of meeting. 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	1:00 PM	2	Team meeting to discuss business case draft and delviery plan, pitch Q&A, next steps of project development	Put the team on track to craft a good business case, plan how to complete Q&A tasks and setup task for project	Timeline set for the coming week assessment deliveries
Saturday	2/04/2022	10:00 AM	6:00 PM	8	Write assigned part of business case	Ensures enough time to gather feedback from team before submission	Business case part mostly complete and ready for review
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	30			