

MCI Project Weekly Time Sheet

Team	22-N	Student ID	a1847791	Li-Ting Liao	Week starting: Feb 26 (Week 1)			
Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action	
Monday								
Tuesday								
Wednesday	Feb 28	4:00 PM	6:00 PM	2	Discuss with team members to submit our project preferences.	Submitting the project preferences on time to kickstart the project research as soon as possible.	Wait for Cruz's confirmation on the project result.	
Thursday								
Friday								
Saturday								
Total		2						

MCI Project Weekly Time Sheet

Team	22-N	Student ID	a1847791	Li-Ting Liao	Week starting: Mar 4 (Week 2)			
Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action	
Monday	Mar 4	10:00 AM	12:00 AM	2	Prepare what to discuss for tomorrow's internal meeting.	Sets up regular communication channel with team member as early as possible.	Review project brief.	

Tuesday	Mar 5	2:00 PM	3:00 PM	1	Internal meeting: 1) Schedule weekly online group meetings. 2) Email client to introduce team and schedule first meeting. 3) Propose Discord for categorized discussions. 4) Create dedicated Google Drive for document sharing.	1) Enhances team communication and coordination. 2) Establishes communication with client and kickstarts project. 3) Improves organization and efficiency in team communication. 4) Streamlines document management and collaboration within team.	1) Set recurring meeting time and platform. 2) Await client response for meeting confirmation. 3) Discuss and implement Discord channels. 4) Share Drive link with team for access.
Wednesday	Mar 6	10:00 AM	11:00 AM	1	1) Answer client email. 2) Confirm client meeting time with team members.	Establishes communication with client.	Finalized the first client meeting is this Friday at 11 am via Zoom.
Thursday	Mar 7	10:00 AM	1:00 PM	3	Internal meeting: 1) Create a client meeting host's and minute taker's roster. 2) Put down questions to ask client in the meeting agenda for tomorrow's client meeting.	Make sure the client meeting will run smoothly.	1) Client meeting's roster is created and team members have filled it up. 2) I created the client meeting's agenda and minute templates in the shared Google Drive.
Friday	Mar 8	11:00 AM	1:00 PM	2	Client meeting: 1) Meet with the client. 2) Ask the client about the project scope. 3) Meet with some team members after the client meeting to clarify what we've learned from the client.	Have more clarities about the main functions of the WellSpace website from the project brief.	1) The main functions of the website includes basic landing page, educational content from the mental health experts, allowing users to post their discussions about the expert-led articles, and booking counselling sessions. 2) We can start search for ideas about how to implement them and prepare for more follow-up questions.
Saturday	Mar 9	10:00 AM	6:00 PM	8	Search existing website as example.	Sets the benchmark for the website we're going to build.	Record the similar website structure and will use the observed common structure as guideline for the pitch.

Total

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MCI Project Weekly Time Sheet

Team	22-N	Student ID	a1847791	Li-Ting Liao	Week starting: Mar 11 (Week 3)			
Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action	
Monday	Mar 11	1:00 PM	1:30 PM	0.5	Prepare for tomorrow's internal meeting: Gather some ideas and do some research to better understand client expectations from the project brief.	Identifies gaps and areas needing clarification or improvement.	1) Compile ideas and research findings. 2) List questions to address during the meeting.	
Tuesday	Mar 12	2:00 PM	4:00 PM	2	Internal meeting: 1) Discuss to allocate team members to frontend and backend roles. 2) Divide website functions for pitch presentation.	1) Defines team responsibilities and aligns with project objectives. 2) Begins focused work on key aspects of the project.	1) Assign roles based on skills and preferences. 2) Outline tasks for each function and start work.	
Wednesday	Mar 13	10:00 AM	6:00 PM	8	1) Post question on MyUni about main focus of pitch presentation. 2) Email client summarizing main website functions and preparation. 3) Start to search for backend related learning resources e.g. database.	1) Gathers input and ensures alignment with project objectives. 2) Ensures client understanding and aligns team efforts for client meeting.	1) Monitor responses and incorporate feedback. 2) Await client response and adjust presentation accordingly.	
Thursday	Mar 14	10:00 AM	7:00 PM	9	1) Internal meeting: Finalize our draft pitch presentation for tomorrow's client meeting. 2) Search for backend related learning resources e.g. Express.js and Node.js	Ensures readiness and professionalism for client interaction.	Review and polish presentation for tomorrow.	

Friday	Mar 15	9:00 AM	11:30 AM	2.5	Client meeting - I'm the host for today's client meeting, so I 1) Host client meeting, adding slides and discussing details. 2) Present follow-up questions on Events, Discussion, and User authentication.	1) Enhances client understanding and engagement. 2) Clarifies project requirements and gathers client feedback.	Document client responses and adjust project plan.
Saturday	Mar 16	1:00 PM	9:00 PM	8	1) Internal meeting: Discuss our draft pitch presentation. 2) Add sitemap to pitch presentation.	Ensures alignment with project goals and refines presentation.	Identify areas for improvement and make revisions.
Total		30					

MCI Project Weekly Time Sheet

Team 22-N Student ID a1847791 Li-Ting Liao Week starting: Mar 18 (Week 4)

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday					1) Search for backend related learning resources e.g. Schema and UML relationships. 2) Finalize my part of the pitch presentation (adding the sitemap to the pitch presentation).		
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Total		0					

MCI Project Weekly Time Sheet

Team	22-N	Student ID	a1847791	Li-Ting Liao	Week starting: Mar 25 (Week 5)		
Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Total		0					

MCI Project Weekly Time Sheet

Team	22-N	Student ID	a1847791	Li-Ting Liao	Week starting: Apr 1 (Week 6)		
Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Total		0					

MCI Project Weekly Time Sheet

Team	22-N	Student ID	a1847791	Li-Ting Liao	Week starting: Apr 8 (Week 7)		
Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Total		0					

MCI Project Weekly Time Sheet

Team	22-N	Student ID	a1847791	Li-Ting Liao	Week starting: Apr 15 (Week 8)		
Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Total		0					

MCI Project Weekly Time Sheet

Team	22-N	Student ID	a1847791	Li-Ting Liao	Week starting: Apr 22 (Week 9)		

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Total		0					

MCI Project Weekly Time Sheet

Team 22-N Student ID a1847791 Li-Ting Liao Week starting: Apr 29 (Week 10)

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Total		0					

MCI Project Weekly Time Sheet

Team 22-N Student ID a1847791 Li-Ting Liao Week starting: May 6 (Week 11)

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday							

Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Total			0				

MCI Project Weekly Time Sheet

Team 22-N Student ID a1847791 Li-Ting Liao

Week starting: May 13 (Week 12)

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Total			0				

MCI Project Weekly Time Sheet

Team 22-N Student ID a1847791 Li-Ting Liao

Week starting: May 20 (Week 13)

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday							
Tuesday							
Wednesday							
Thursday							

Friday								
Saturday								
		Total		0				

MCI Project Weekly Time Sheet

Team 22-N Student ID a1847791 Li-Ting Liao

Week starting: May 27 (Week 14)

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
		Total		0			

MCI Project Weekly Time Sheet

Team 22-N Student ID a1847791 Li-Ting Liao

Week starting: Jun 3 (Week 15)

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
		Total		0			

MCI Project Weekly Time Sheet

Team 22-N Student ID a1847791 Li-Ting Liao Week starting: Jun 10 (Week 16)

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Total		0					