

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 to project plan?	Outcome/Next action
Monday	Feb 26			0	NA	NA	NA
Tuesday	Feb 27			0	NA	NA	NA
Wednesday	Feb 28	10:00 PM	6:00 PM	4	Meet with new team members in the lecture and discuss with team members to submit our project preferences in the workshop.	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	Feb 29			0	NA	NA	NA
Friday	Mar 1			0	NA	NA	NA
Saturday	Mar 2			0	NA	NA	NA
		Total		4			

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 to 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 members as early as possible.	Review project brief.
Tuesday	Mar 5	2:00 PM	3:00 PM	3	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	2	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 for WellSpace.	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		20			

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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 to 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	Mar 18	10:00 AM	3:00 PM	5	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).	1) Learning backend concepts ensures a better understanding of project requirements and enhances development skills. 2) Finalizing the pitch presentation aligns with project milestones, preparing for upcoming presentations and client interactions.	1) Found relevant resources and materials for backend development. 2) Added sitemap to the pitch presentation.
Tuesday	Mar 19	1:00 PM	4:00 PM	3	1) Propose backend stack to my backend teammates, and decided to use MongoDB with Express and Node. Also, plan for the API routes and git branches allocation.	1) Proposing and deciding backend stack establishes the foundation for development. 2) Planning API routes and git branches allocation ensures streamlined development process and collaboration.	1) Backend stack and development plan finalized. 2) API routes and git branches allocated.
Wednesday	Mar 20	2:00 PM	6:00 PM	4	1) Revised the pitch presentation based on tutor's feedback.	Revising the pitch presentation based on feedback ensures alignment with project goals and improves presentation quality.	Pitch presentation revised according to tutor's feedback.
Thursday	Mar 21	10:00 AM	3:00 PM	5	1) Research other existing websites and list out the key things that our project, WellSpace, are different from them. 2) List out backend's milestone 1 setup e.g. related APIs for the frontend website pages. 3) Proposed a list of tasks to finish for the milestone 1 to the team and I added my suggestion to the team's client agenda meeting for tomorrow.	1) Identifying key differentiators for WellSpace helps in positioning the project in the market. 2) Listing backend milestone 1 setup ensures clarity on development objectives. 3) Proposing tasks for milestone 1 and suggesting agenda items for the client meeting ensures project progress and client engagement.	1) Identified key differences of WellSpace from other websites. 2) Backend milestone 1 setup outlined. 3) Proposed tasks for milestone 1 and suggested agenda items for client meeting.
Friday	Mar 22	10:00 AM	2:00 PM	4	1) In the client meeting, briefly walk the client through my plan for backend's APIs in Milestone 1. 2) Do simple market research to prove that why we need WellSpace (compared to other existing mental health website).	1) Walking the client through backend API plan ensures client understanding and feedback incorporation. 2) Market research validates the project's purpose and identifies potential advantages over competitors.	1) Client briefed on backend API plan for Milestone 1. 2) Market research conducted, highlighting WellSpace's necessity.
Saturday	Mar 23	8:00 AM	1:00 PM	5	1) Revise the pitch presentation of my part (the introduction of the pitch) and started to draft the video transcript for myself. 2) Recorded the pitch video.	1) Revising the pitch presentation ensures alignment with the team's overall presentation and improves personal delivery. 2) Recording the pitch video completes the presentation preparation phase and allows for presentation submission.	1) Pitch presentation introduction revised and video transcript drafted. 2) Pitch video recorded.
Total				26			