

## MCI Project Weekly Time Sheet

Team Team 07 Student ID a1781257

Week starting:

29/05/2023

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	29/05/2023	3:00 PM	8:00 PM	5	Lead and participate in the group meeting, devise the demo presentation plan, and discuss task assignments with the team	Regular group meetings ensure effective project management.	Monitor the progress of the demo preparation and make necessary adjustments as required
Tuesday	30/05/2023	1:00 PM	5:00 PM	4	Contribute to testing and identifying bugs in the current project	Thorough testing is integral to the development process, ensuring that the application functions as expected and delivers a smooth user experience	With the bugs identified and resolved, continue monitoring the software for any additional issues
Thursday	1/06/2023	10:00 AM	3:00 PM	5	Read materials on Moodle about the Poster and Final Report requirements in preparation for beginning the final report next week	Ensuring that all end documentation and presentations adhere to the given guidelines and standards	With a clear understanding of the requirements, begin initial preparations for the Final Report
Friday	2/06/2023	11:00 AM	6:00 PM	7	Complete the tasks related to the poster for the demo presentation and prepare the content for the presentation	Preparing the poster and presentation content for the demo is a part of the project's final deliverables	Obtain feedback from the team to make any necessary refinements to the presentation
Sunday	4/06/2023	3:00 PM	8:00 PM	5	Prepare the agenda for the client meeting, schedule the meeting, and organize this week's project management materials	Preparing for client meetings and maintaining project management materials are key elements of project communication and tracking	Conduct the client meeting as per the prepared agenda, gather feedback, and discuss the project's status and next steps
Total				26			