

MCI Project Weekly Time Sheet

Team		Student ID		Week starting:			
7		a1865304		8-May			
Day	Date	Time In	Time Out	Total	Task	How does it fit into project plan?	Outcome/Next action
Monday	8/5/2023	3:00 PM	7:00 PM	4	1. participated in Monday lecture, and scheduled a client meeting with Dr. Amali. 2. had communicated with group members about client meeting and mentioned the tasks needed to be handled to Project Manager in this week.	Stayed updated by attending the Monday lecture and scheduled a client meeting to address stakeholder needs; ensuring everyone is informed and informed the Project Manager about tasks for the week.	learnt how interface impact a product; and had scheduled a client meeting with Dr.Amali; will have Client meeting on Tuesday.
Wednesday	10/5/2023	4:00 PM	9:00 PM	5	1. participated in workshop and asked tutor the scopes of a testing plan, and discussed with one of the group member Guochang Chen. 2. had group meeting with group members and discussed tasks need to be done by the end of this week.	Clarify the testing plan scope and discussed it with Guochang Chen for better understanding; ensuring progress by the end of the week.	got the main idea to implement test plan; and Test plan writing tasks has been assign to every group member; next is to do researching and find appropriate way to test our product.
Thursday	11/5/2023	1:00 PM	6:00 PM	5	did research about test plan in a normal software project.	Enhancing knowledge and contributing to a comprehensive testing strategy.	had learnt different types of test ways, like unit test, integrity test and acceptance test; next is to find good way to test out code.
Friday	12/5/2023	2:00 PM	9:00 PM	5	did research about test environment setting, risks would meet and solutions, what tasks need to be handled during testing.	Ensure smooth testing procedures.	have learnt what environment should be during test; next is to write test environment, contingency plan for risks and roles' responsibilities.
Sunday	14/5/2023	3:00 PM	10:00 PM	7	1. discussed with group member about what exactly way we will choose to do testing, and wrote the three parts mentioned above. 2. wrote timesheet.	Maintained accurate records by completing the timesheet, enabling effective tracking of individual and team efforts.	done my part of test plan and timesheet. Will keep doing it regularly.
Total				26			