MCI Project Weekly Time Sheet

Team: 07   **Student ID: a1846838**   **Week starting: 6/3/2023**

Day	Date	Time In	Time Out	Total hours	Task	How does it fit project plan?	Outcome/Next action
Monday	6-Mar	1:00:00 PM	4:00 PM	3	1. Obtain project information and research project background. 2. Attend lecture and listen to the explanation or take notes. 3. Participate in a customer meeting to preliminarily determine project requirements or meet with the customer to preliminarily determine project requirements.	These tasks are early-stage activities in the project planning process that involve gathering information and clarifying project requirements. They are critical for ensuring that the project is properly scoped.	Completing these tasks provide a clearer understanding of the project's background, goals, and requirements. This information will be used to develop an accurate project plan that aligns with stakeholder needs.
Tuesday	7-Mar	9:00 AM	2:00 PM	5	1. Participate in the creation of required project documents and plan and categorize them. 2. Learn and familiarize oneself with the usage of Git and GitHub. 3. Research project details and potential application scenarios to refine project features.	Task 1 ensures efficient project management, task 2 allows for effective collaboration, and task 3 ensures alignment with stakeholder needs.	Completing these tasks result in organized project documents, Git and GitHub familiarity, and refined project features.
Wednesday	8-Mar	11:00 AM	4:00 PM	5	1. Look for similar projects and study their implementation methods to explore possible ways to implement the project. 2. Start studying the specific steps and tools and technologies needed to implement the project. 3. During the team meeting, further refine and finalize project requirements and complete the initial design of the front-end interface.	Research similar projects to determine how to implement the current project and refine the implementation plan.	Refined project details and developed a high-level implementation plan.
Thursday	9-Mar	6:00 PM	9:00 PM	3	1. After determining the initial requirements of the project, we decided to use Django, a Python web framework, to create the backend, and React as the frontend framework. 2. With the initial technology stack selected, we started to learn and gain preliminary understanding of the specific technologies that will be used.	By using Django as the backend framework and React for the frontend, we can leverage the strengths of each framework to create a robust and responsive web application.	After determining the necessary technologies for the project, we can further determine the direction of future learning based on the characteristics of the technologies and actual requirements.
Friday	10-Mar	1:00 PM	5:00 PM	4	Start study HTML and learning about its various techniques and applications.	HTML is an essential foundation for front-end development. Learning HTML is crucial for anyone who wants to develop web pages.	Learned the basic syntax and tags of HTML, such as headings, paragraphs, and hyperlinks.
Saturday	11-Mar	5:00 PM	9:00 PM	4	1. Continue learning HTML. 2. Prepare for the team meeting. 3. Participate in the team meeting, clarify the responsibilities of each team member, determine the division of labor for the pitch presentation, and summarize the work of the week.	Learning and mastering the necessary skills is crucial to the success of any project, and reflecting on the progress made each week is important for identifying areas that need improvement and for setting goals for the following week. Effective task delegation is also essential for ensuring that the project moves forward efficiently and that everyone on the team is working to their strengths.	Learned how to insert and use images in HTML, including setting image formats, sizes, alignments, and other attributes. I summarized my achievements of the week and determined next week's tasks, which include continuing to learn technical knowledge, preparing for the pitch presentation, preparing for next week's client meeting and team meeting.
			Total	24			