MCI Project Weekly Time Sheet

Team   Team 07   **Student ID** a1781257   **Week starting:**   22/05/2023

Day	Date	Time In	Time Out	Total hours	Task	How does it fit ito project plan?	Outcome/Next action
Monday	22/05/2023	4:00 PM	8:00 PM	4	Participate in group meeting and discuss adjustments to the project based on time constraints and project progress	Allow the team to assess progress, identify bottlenecks, and make necessary adjustments.	Based on the discussions in the group meeting, implement the agreed-upon adjustments to keep the project aligned with its timeline and objectives.
Tuesday	23/05/2023	10:00 AM	2:00 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.
Wednesday	24/05/2023	1:00 PM	6:00 PM	5	Read the materials about the final report and poster examples on Moodle	Ready for the project's final presentation and documentation, aligning with the project plan's closure phase.	Use the knowledge gained from these materials to begin preparing for the final report and poster.
Thursday	25/05/2023	1:00 PM	8:00 PM	7	Contribute to the implementation of new front-end improvements for Milestone 2 according to the client's feedback last week.	Improving the front-end experience is one of the main tasks of Milestone 2	Continue to refine and optimize the front-end base on the testing result.
Saturday	27/05/2023	2:00 PM	6:00 PM	4	Prepare for the next week's management tasks by reviewing project progress, setting priorities, and identifying potential challenges	Preparing for final report and poster tasks for everyone to ensures stay organized and proactive in addressing the needs of the project	Ready for the next week group meeting.
			Total	24			