

### MCI Project Weekly Time Sheet

**Team: 07**

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**Week starting: 29/5/2023**

Day	Date	Time In	Time Out	Total hours	Task	How does it fit project plan?	Outcome/Next action
Monday	29-May	2:00 PM	5:00 PM	3	Assign tasks for the week during the meeting: Completion of the poster.	Allocations of tasks to group members for the week have been determined.	Identified learning objectives for the week and engaged in project management activities.
Tuesday	30-May	10:00 AM	2:00 PM	4	Research poster requirements and begin making the poster.	Understanding and beginning the creation of the poster is an essential part of the MCI project.	Formulated preliminary ideas for the completion of the poster.
Wednesday	31-May	9:00 AM	3:00 PM	6	Participate in and complete the creation of the Poster.	The creation of the poster is an indispensable part of the project.	The poster has been largely completed.
Thursday	1-Jun	3:00 PM	7:00 PM	4	Test the project.	Testing is an integral part of the project. Only by testing the product can we make targeted improvements to its shortcomings.	Made some modifications to the finer details of the project.
Sunday	2-Jun	5:00 PM	8:00 PM	3	Prepare the Final Report.	The preparation of the Final Report is an indispensable part of the MCI project.	Formulated preliminary ideas on how to complete the Final Report.
<b>Total</b>				<b>20</b>			