

MCI Project Weekly Time Sheet

Team: 07

Student ID: a1846838

Week starting: 8/5/2023

Day	Date	Time In	Time Out	Total hours	Task	How does it fit project plan?	Outcome/Next action
Monday	8-May	12:00 PM	4:00 PM	4	Preview lecture content. Participate the Lecture. Prepare for Monday's group meeting.	The learning objectives for the week were set, which include the completion of the testing plan and the final plan for Milestone 2.	The learning objectives for the week were identified and project management activities were carried out.
Tuesday	9-May	8:00 AM	12:00 PM	4	Prepare for the Client meeting. Learn about the technology used in the project's backend to enhance project understanding.	Completing the client meeting helps with scope management for the project. Understanding the project more deeply is also beneficial.	The client meeting was canceled, but preparations were made for the next meeting. A deeper understanding of the project was achieved.
Wednesday	10-May	3:00 PM	8:00 PM	5	Prepare for the group meeting. Participated in the workshop. Attend the group meeting.	Regular meetings are crucial for project management, which helps the project progress efficiently and reasonably. The group also discussed and assigned tasks for the testing plan to be completed this week.	The group agreed on how the testing plan would be carried out during the meeting.
Thursday	11-May	10:00 AM	2:00 PM	4	Learn test related knowledge and test planning.	Testing is an integral part of the project. Only by testing the product can improvements be made based on the product's weaknesses.	Prepared for the testing plan.
Sunday	14-May	5:00 PM	9:00 PM	4	Preliminary completion of test plan	Testing is an indispensable part of the project. Only by testing the product can targeted improvements be made to address the product's weaknesses.	Preliminary completion of test plan.
			Total	21			