MCI Project Weekly Time Sheet

Team: 07   **Student ID: a1846838**   **Week starting: 1/5/2023**

Day	Date	Time In	Time Out	Total hours	Task	How does it fit project plan?	Outcome/Next action
Monday	1-May	12:00 PM	4:00 PM	4	Preview lecture content. Study this week's lecture slides due to the cancellation of the lecture. Prepare for Monday's client meeting.	The tasks align with the following learning objectives for the week: The development of skills in project management, risk assessment, and planning. The development of skills in software development and deployment.	Identified learning objectives for the week and engaged in project management activities.
Tuesday	2-May	10:00 AM	2:00 PM	4	Schedule a client meeting and prepare for the evening's client meeting. Conduct tests on the project.	Completing the client meeting helps us with scope management for the project.	The client meeting was canceled, but preparations were made for the next meeting.
Wednesday	3-May	4:00 PM	9:00 PM	5	Prepare for the group meeting. Test the project and search for potential bugs. Attend the group meeting.	Regular meetings are essential for project management, which helps the project progress efficiently and reasonably.	Discovered that the OpenAI API had expired and replaced it with a new API. Established Milestone 2 during the meeting.
Thursday	4-May	10:00 AM	2:00 PM	4	Learn about the technology used in the project's backend to enhance project understanding.	Improving project understanding is part of risk management. Necessary modifications and updates can be made to the backend when required.	Acquired knowledge of Django, which will be helpful in future backend development or modifications as needed.
Friday	5-May	12:00 PM	3:00 PM	3	Confirm and complete Milestone 2 content.	The Milestone 2 Report is part of the MIC Project.	Completed Milestone 2 Report.
			Total	20			