

MCI Project Weekly Time Sheet

Team		Student ID		Week starting:			
7		a1865304		15-May			
Day	Date	Time In	Time Out	Total	Task	How does it fit into project plan?	Outcome/Next action
Monday	15/5/2023	10:00 AM	5:00 PM	7	1. Revised test plan with group member Lize. 2. consolidated and uniformed every part of test plan from each group member.	This indicates that the test plan has been reviewed, revised, and standardized by the group members. It ensures that the test plan is comprehensive, accurate, and consistent across the team.	had done test plan; next is to do testing.
Wednesday	17/5/2023	6:00 PM	11:00 PM	5	1. send email to client to request a client meeting. 2. write agenda to client. 3. test code converter before having client meeting, and wrote a list of bugs need to be handled. 4. debugging. (json error)	This can show proactive communication with the client to schedule a meeting and prepare an agenda and also indicates the engagement with the client to discuss project progress, address any concerns, and gather feedback.	had scheduled a client meeting and fixed some bugs; next is to have client meeting on Thursday 4pm to show our work.
Thursday	18/5/2023	10:00 AM	9:00 PM	11	1. debugging. (token limitation, validate input, validate button) 2. contacted with client to have client meeting, handled reschedule situation. 3. held client meeting finally, demonstrated project progress to our client and got her update advise and also got new requirement of add new feature(check correctness of input).	This highlights the importance of testing the code converter functionality to identify any issues or bugs before presenting it to the client.	fixed all bugs on the list and successfully had a client meeting with Dr.Amal; next is to update and added features as required.
Friday	19/5/2023	10:00 AM	1:30 PM	3.5	summarize the points which need to be updated and added into doc, and shared with group members and assigned tasks.	It's important to share the updated plan with the group members and assign tasks accordingly to ensure everyone is aligned and aware of the changes and their responsibilities.	output a list of tasks that need to be done in the next week; next is to do the task and follow assignment schedule.
Sunday	21/5/2023	3:00 PM	10:00 PM	3	1. done my part task of clients' new requirement. 2. wrote timesheet and minutes. 3. create week_10 depository for group PM doc.	Maintained accurate records by completing the timesheet and minutes, enabling effective tracking of individual and team efforts.	done my timesheet and minutes of client meeting. Will keep doing it regularly.
Total				29.5			