

MCI Project Weekly Time Sheet

Team 7 Student ID a1865304 Week starting: 6-Mar

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday		5:00 PM	7:00 PM	2	1. write minutes for the first meet-up; 2. make tasks documents for the week; 3. familiarize with the process of client and group meeting and documents.	1. minutes record the object of the project, all team members should reach a common acquaintance for the project. 2. tasks should be familiar by all members, and each member has own tasks. 3. keep in touch with stakeholders makes project conducted more fluent.	1. delivered minutes for first meet-up, should keep doing it regularly. 2. cleared about the process of client and group meeting and documents, each team member will take charge of it in turns.
Tuesday		9:20 AM	1:20 PM	4	1. create online shared documents for group and individuals; 2. participate with make some administration rules, such as regular group meeting frequency and time, client meeting frequency, roster for team members to manage documents.	enable team members to reach consensus and make the project work more efficient.	everyone in the group has reached an agreement, and know where to put different types of documents, if there is somewhere not efficient, modification will be carried out.
Wednesday		4:00 PM	9:00 PM	5	1. make project requirements documents: make prototype for the project.	make project task more specific.	delivered a draft prototype for the project. Details are in group meeting minutes.
Thursday		10:00 AM	5:00 PM	7	1. make an appointment with client for next meeting; 2. look up related knowledge for implementing project.	1. keep in touch with stakeholders makes project conducted more fluent. 2. find techs to implement project.	have not got reply yet, will meet in next Monday lecture in person, and make decision.
Saturday		1:00 PM	9:00 PM	8	1. familiarize self with the web-built process and the relevant technology stack and github branches 2. wrote and sent agenda to members and organized the first group meeting.	1. find tech to implement project. 2. promote the project progress.	1. concluded some front-end and back end techs to implement project. Details are in group meeting minutes. 2. determined tech stacks on both front and back ends and individual-distribution; confirmed the functional requirements with a prototype; done draft of pitch presentation and individual-distribution. The meeting will be carried on a regular basis and the chairman will be in turns.
Sunday		10:00 AM	3:20 PM	5.3	1. wrote minutes for the meeting and managed all documents on both Google shared documents and GitHub. 2. wrote time-sheet	familiarize with the current stage of the whole project, Helps monitor projects and reduce risks.	done the document writing and management for the group meeting. Will keep doing it regularly and each team member will take charge of it in turns.
Total				31.3			