

MCI Project Weekly Time Sheet

Team Team 07 Student ID a1781257

Week starting:

1/05/2023

Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action
Monday	1/05/2023	10:00 AM	2:00 PM	4	Read lecture materials and tutorial materials about testing methodologies and various tools used for testing in software development.	Understanding the concepts, best practices, and tools for testing is crucial for ensuring the quality and reliability of the online code translator.	With a solid understanding of testing methodologies and various tools, work with the team to ready for comprehensive testing plan for the project.
Wednesday	3/05/2023	1:00 PM	4:00 PM	3	Prepare the project demo for the client meeting and schedule an appointment with the client to present the demo and gather feedback	Preparing a effective project demo to showcase the progress and features of delivery 1 to the client.	Unable to have the client meeting today. Sent a reschedule email to the client.
		5:00 PM	10:00 PM	4	Discuss and finalize Milestone 2 features with the team and contribute to the Milestone 2 plan.	Collaborating with the team to finalize Milestone 2 features ensures that everyone is aligned with the project's objectives and that all necessary components are included in the plan.	With the Milestone 2 features finalized and the plan in place, complete the plan in details before Friday.
Thursday	4/05/2023	11:00 AM	4:00 PM	5	Engage in self-learning of CSS and HTML through freeCodeCamp courses to improve UI skills for the Milestone 2 UI Improvements.	Enhancing skills in CSS and HTML is helpful for contributing more effectively to the UI improvements planned for Milestone 2.	Contribute the skills for Milestone 2 implementation next week.
Friday	5/05/2023	1:00 PM	5:00 PM	4	Continue learning the CSS and HTML on freeCodeCamp.	Enhancing skills in CSS and HTML is helpful for contributing more effectively to the UI improvements planned for Milestone 2.	Contribute the skills for Milestone 2 implementation next week.
Saturday	6/05/2023	6:00 PM	10:00 PM	4	Finalize the management materials for this week, including progress reports, meeting notes, and updated plans	Finalizing management materials for the week ensures that all project documentation is up-to-date, well-organized, and readily accessible for the team.	Update the materials on Google Drive and Git Hub. Send this week team minute to the client.
Total				24			