

MCI Project Weekly Time Sheet

Team: 07

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Week starting: 22/5/2023

Day	Date	Time In	Time Out	Total hours	Task	How does it fit project plan?	Outcome/Next action
Monday	22-May	11:00 AM	6:00 PM	7	Preview lecture content. Self-study the lecture content. Prepare and host Monday's group meeting, including completion of the meeting's agenda and minutes.	Allocations of tasks to group members for the week have been determined.	Identified learning objectives for the week and engaged in project management activities.
Tuesday	23-May	6:00 PM	9:00 PM	3	Research and study the requirements for the Final Report and the poster.	Understanding the requirements for the Final Report and the poster is an essential part of the MCI project.	Formulated preliminary ideas for completion of the Final Report and the poster.
Wednesday	24-May	10:00 AM	3:00 PM	5	Conduct some tests on the project. Fix bugs.	Testing is an indispensable part of the project. Only through product testing can we make targeted improvements to product deficiencies.	Recorded areas for potential improvement and fixed a bug that allowed for the export of empty files.
Thursday	25-May	3:30 PM	7:30 PM	4	Test the project.	Testing is an indispensable part of the project. Only through product testing can we make targeted improvements to product deficiencies.	Identified an issue where minor code changes sometimes result in repeated display of previous content in the project. Plans to address this issue have been laid out.
Sunday	26-May	6:00 PM	8:00 PM	2	Prepare the Final Report.	The preparation of the Final Report is an indispensable part of the MCI project.	Formulated preliminary ideas on how to complete the Final Report.
Total				21			