

### MCI Project Weekly Time Sheet

Team: 07      Student ID: a1846838

Week starting: 13/3/2023

Day	Date	Time In	Time Out	Total hours	Task	How does it fit project plan?	Outcome/Next action
Monday	13-Mar	2:30 PM	6:30 PM	4	Prepare meeting agenda for Monday's meeting, lead the meeting, set tasks for the week.	This task is essential for effective project management, as it ensures that all team members are aligned and have a clear understanding of their responsibilities for the week.	A clear set of tasks for each team member for the week, as well as an understanding of the project's current status and any potential roadblocks.
Tuesday	14-Mar	10:00 AM	4:00 PM	6	1. Complete the study of HTML basics. 2. MCIP Lecture	Html is a fundamental skill required for web development, which is a key part of the project. It will help to develop and maintain the project's web-based components.	The next action is to apply this knowledge to the project's web development tasks and continue to build on this foundation by studying CSS.
Wednesday	15-Mar	1:00 PM	5:00 PM	4	1. Schedule a client meeting for Thursday, prepare the agenda for the meeting 2. Attend MCIP tutorial 3. Make progress on my portion of the pitch presentation.	Today's tasks involves both client communication and project development. The client meeting will help ensure that the project is meeting the client's needs, while attending the MCIP tutorial and working on the pitch presentation will contribute to the project's overall success.	The outcome of this task will be a successful client meeting on Thursday, a completed agenda, progress made on the pitch presentation.
Thursday	16-Mar	10:00 AM	1:00 PM	3	1. Attend the client meeting and take minutes 2. Revise the pitch presentation based on client feedback.	The client meeting and pitch presentation are essential for ensuring that the project meets the client's needs and expectations.	We will revise pitch presentation content that addresses the client's feedback
Friday	17-Mar	1:00 PM	5:00 PM	6	1. Organize the weekly team meeting, prepare the agenda, lead the meeting, establish milestones 2. Determine pitch presentation revision direction 3. Take meeting minutes. 4. Refine the pitch presentation slides.	Ensuring that the team stays on track, meets project milestones, and that the pitch presentation meets client needs.	A well-run team meeting, clear meeting minutes, established milestones, and refined pitch presentation slides.
Saturday	18-Mar	1:00 PM	4:00 PM	3	Study CSS and learn how to add styles to HTML using CSS, use class and ID attributes, select specific elements for styling, and understand the cascade.	CSS is essential for web development, which is a key component of the project.	The next action is to apply this knowledge to the project's web development tasks and continue learning CSS concepts.
Total				26			