

MCI Project Weekly Time Sheet

Team	7	Student ID		a1865304		Week starting:		13-Mar	
Day	Date	Time In	Time Out	Total	Task	How does it fit to project plan?		Outcome/Next action	
Tuesday		9:30 AM	4:30 PM	7	1.worked on my part of pitch slides (functionalities of code converter text descriptions and gif dynamic presentaions)	A pitch presentation is a communication tool used to persuade an audience to invest in a product, service, or idea. Its purpose is to sell the idea, generate interest, and convince the audience to take action. which is a significant part of the whole project. As a team member, I am in charge of introduce our product functionality to our clients.		have done my part of pitch slides first version, will be revised after showing to our client.	
Wednesday		4:00 PM	5:00 PM	1	1. made an appointment with client for meeting;	keep in touch with stakeholders makes project conducted more fluent and meet clients' requirements.		reached an agreement to conduct a client meeting on thursday afternoon.	
Thursday		10:00 AM	5:00 PM	7	1. had a client meeting (our client had given us a lot of fix advice, told us to focus more on converting function instead of other side funcitons) 2. fixed prototype for our code converter since requirement modifications. 3. modified my part of slides(removed some unnecessary functionalities introduction)	1. keep in touch with stakeholders makes project conducted more fluent. 2. Agile respond quickly to changing requirements and deliver high quality products in small steps and iterations.		have received very useful suggestions to our pitch slides and projects requiements changes, will have client meeting when needed.	
Friday		5:00 PM	10:00 PM	5	1. had a group meeting, past the advice to the abcent student,and check slides completions of each members, gave some suggestions on revision. 2. uniformed the holistic style and organize logic links between each section of the slides together with lize	1. exchange suggestions with teammembers with different backgrounds can impove conducting projec in all aspects. 2. same style of one slide is essential, to show our profession, a high-quality of pitch can convince investors to choose our team.		have uniformed the style of pitch slides, and added some connect between each sections.	
Saturday		9:00 AM	2:00 PM	4	1. kept fixing some errors that out of logic 2. beautified and extracted slides content	for delivering a high-quality slides.		had delivered a completed pitch slide.	
Sunday		12:00 AM	2:00 PM	2	1. have done some final modifications on pitch slides 2. wrote time-sheet and uploaded to GitHub	familiarize with the current stage of the whole project, Helps monitor projects and reduce risks.		done the individual time-sheet writing.	
				Total	26				