

### MCI Project Weekly Time Sheet

Team: 07

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Week starting: 24/4/2023

Day	Date	Time In	Time Out	Total hours	Task	How does it fit project plan?	Outcome/Next action
Monday	24-Apr	11:00 AM	7:00 PM	7	Preview lecture content. Attend lecture. Prepare for Monday's team meeting. Complete meeting agenda. Attend Monday's team meeting.	The lecture emphasized the importance of testing, which is an essential aspect of the project. Regular team meetings contribute to effective project management, allowing the project to progress efficiently and reasonably.	Apply the knowledge gained from the lecture on testing to improve the project's overall quality and effectiveness. Follow up on action items and decisions made during the team meeting to ensure timely completion of tasks and proper coordination among team members.
Tuesday	25-Apr	12:00 PM	4:00 PM	4	Complete the first version of the entire project. Conduct a basic usage test and perform preliminary testing of the project.	Completing the first version of the project marks the achievement of Milestone 1.	Discuss the project's future development direction with teammates to ensure a unified vision and goals.
Wednesday	26-Apr	3:00 PM	6:00 PM	3	Learn the technology used in the project's backend to increase understanding of the project.	Increasing understanding of the project is part of risk management. When necessary, this knowledge enables modifications and updates to the backend.	Acquired knowledge of Django, which will be helpful in future backend development or modifications as needed.
Thursday	27-Apr	12:00 PM	3:00 PM	3	Learn the technology used in the project's backend to increase understanding of the project.	Increasing understanding of the project is part of risk management. When necessary, this knowledge enables modifications and updates to the backend.	Acquired knowledge of Django, which will be helpful in future backend development or modifications as needed.
Friday	28-Apr	6:00 PM	9:00 PM	3	Discuss the completion status of Milestone 1 and finalize the Milestone 1 Report.	The Milestone 1 Report is an integral part of the MIC Project.	Successfully completed and submitted the Milestone 1 Report, providing a comprehensive overview of the project's progress and achievements thus far.
Total				20			