

MCI Project Weekly Time Sheet

Team	HA1	Student ID	Manhong Chen a1904387		Week starting:			24-Mar
Day	Date	Time In	Time Out	Total hours	Task	How does it fit its project plan?	Outcome/Next action	
Monday	3/24	11:30 AM	4:30 PM	5.0	1. fill the timesheet table for week 4 2. upload the files completed in week 3 3. analyze how to perform data cleansing on two documents provided by supervisor	1. Project documentation retention and sharing 2. Preparing for the subsequent generation of a synthetic data file	1. finish week 4 timesheet plan 2. files in week 3 directory 3. discover some rules and problems for data cleansing	
Tuesday	3/25	4:00 PM	10:00 PM	6.0	1. Write the pitch pre presentation structure 2. Complete the section in introduction about why recommendation systems are important	prepare for the pitch presentation	1. pitch presentation structure 2. part of the pitch presentation slides	
Wednesday	3/26	1:00 PM	7:00 PM	6.0	1. complete my assigned section in pitch presentation, including NCF model evaluation, train and test 2. finish the agenda for the coming meeting and inform the supervisor	1. finish the pitch presentation slides	1. complete my part of pitch presentation 2. Agenda for week 4	
Wednesday	3/26	10:00 PM	11:00 PM	1.0	have a group meeting to go over the parts that everyone has done	Finish the first draft of the pitch presentation	Aggregated pitch presentation first draft and group rehearsal	
Thursday	3/27	10:30 AM	11:30 AM	1.0	communicate with the supervisor to get the suggestions about the pitch presentation draft	help to refine the presentation to better match customer expectations	suggestions from supervisor for the pitch presentation draft	
Thursday	3/27	3:00 PM	4:00 PM	1.0	project group meeting with supervisor	share what we did last week and learn about what we should do in the next week	understand the requirement for Business Case & Draft Plan	
Thursday	3/27	10:00 PM	11:59 PM	2.0	modify the pitch presentation draft	make pitch presentation better	understand the r	
Friday	3/28	8:00 PM	11:00 PM	3.0	1. group meeting to summarize the work for next week and assign tasks 2. modify the pitch presentation draft	1. project work breakdown 2. write a profile for the project	1. team member task assignment 2. modified pitch presentation slides	
Saturday	3/29	10:00 AM	1:00 PM	3.0	1. record the final version of pitch presentation 2. edit and aggregate the pitch presentation video	finish the pitch presentation video	submit the pitch presentation video	
Sunday	3/30							
Total				28.0				

MCI Project Weekly Time Sheet

Team	HA1	Student ID		Zihan Luo a1916700		Week starting:			24-Mar
Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action		
Monday	3/24								
Tuesday	3/25	1:00 PM	9:00 PM	8.0	1. Front-end engineering, adding routing, state management components 2. Code base branch management,DEV branch code synchronization 3. Literature review for Immigration hardship case 4. Find the suitable power point template 5. Wiki information synchronization	1. Enables navigation and state control for user interface; crucial for MVP completion and usability testing. 2. Ensures code stability, team collaboration, and continuous integration during development phase. 3. Provides research foundation and evidence for legal/AI model support component of the system. 4. Supports project communication and stakeholder presentation; aligns with weekly review and pitch planning 5. Keeps documentation up to date for team onboarding, knowledge sharing, and sprint retrospectives.	1. Functional front-end prototype with basic routing and state ready for integration. 2. A clean and synchronized development branch, minimizing merge conflicts. 3. A structured summary or annotated bibliography to support legal reasoning or AI logic. 4. A ready-to-use template for consistent and professional team presentations. 5.Updated internal documentation reflecting the current project status and changes.		
Wednesday	3/26	10:00 AM	6:00 PM	8.0	1. Dataset processing 2. Pitch presentation slide,find motivation for our recommendation system	1. Examine the characteristics of the data and choose the appropriate method to process the data 2. Prepare for week 4 assignment, pith presentation	1. Found that there were 32 missing values of work experience in the immigration requirement dataset, current visa holding has 1 missing vaule. 2. Many columns of data are not numerical and cannot be used for feature correlation analysis, so they need to be preprocessed 3. In current visa row, some value be PR or citizen, this value is a outlier, should be removed 4. Found agent dataset is not encoding with 'utf8',need to change a encoding pattern.		
Thursday	3/27	8:00 PM	11:30 PM	3.5	Collect feedback from supervisor on pith presentation from the group meeting, modify the silde	At the weekly meeting, we get some suggestions from our supervisor, so we tend to modify our documents and improve them	Generate a final slide and make the pitch presentation		
Friday	3/28	2:00 PM	6:00 PM	4.0	1. Meeting minutes 2. Time sheet	Ensures team communication is documented and weekly contributions are tracked for transparency and time management.	1. A shared document summarising key meeting decisions and action points 2. A completed and submitted time sheet reflecting individual efforts		
Friday	3/28	8:00 AM	10:00 PM	3.0	Pitch presention video	Assignment	Complete team assignments on time (Pitch presentation video)		
			Total	26.5					

MCI Project Weekly Time Sheet

Team	HA1	Student ID	a1883303				Week starting:		24-Mar
Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action		
Monday	3/24	12:00 PM	6:00 PM	6.0	1. Find academic literature for the report 2. Write part of the report	Complete part of the work for the pitch presentation	1. Reference list 2. Part of draft report		
Tuesday	3/25	12:00 PM	6:00 PM	6.0	1. Complete the rest of the report 2. Make slides based on the report content	Complete part of the work for the pitch presentation	1. Complete the draft report 2. Complete the draft presentation slides		
Wednesday	3/26	8:00 PM	11:00 PM	3.0	1. Write a speech based on the report content 2. Share work results with team members through meeting	Complete part of the work for the pitch presentation	Complete a draft speech		
Thursday	3/27	8:00 PM	11:00 PM	3.0	1. Study how to implement the LightGCN model 2. Meet with supervisor to present last week's	The theme of the section I am responsible for needs to be changed	Rewrite reports, slides, and speeches		
Friday	3/28	1:00 PM	5:00 PM	4.0	1. Since the supervisor confirmed that the report content needs to be revised, I need to rewrite the report for the part I am responsible for 2. Make slides based on the report content	Complete part of the work for the pitch presentation	1. Complete the draft report 2. Complete the draft presentation slides		
Saturday	3/29	1:00 PM	5:00 PM	4.0	1. Write a speech based on the report content 2. Record the pitch presentation video	Complete part of the work for the pitch presentation	1. Video of pitch presentation		
Sunday	3/30								
Total				26.0					

MCI Project Weekly Time Sheet

Team		HA1	Student ID		Week starting:			24-Mar
Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action	
Monday	3/24	11:00 AM	4:00 PM	5.0	Find relevant information about immigration cases, browse Google Scholar papers and statistics on the Internet, and record the problems most immigrants face when choosing an agent.	This research forms the foundation for identifying key problems to address in our recommendation system, directly supporting the "Motivation" section of our pitch presentation.	Will use these insights to structure the motivation section of the presentation.	
Tuesday	3/25	11:00 AM	4:00 PM	5.0	Organize data by problem type, consult immigration cases around me, and summarize two major categories of questions as motivation for developing a recommendation system.	This analysis shapes the core motivation statements for our pitch, establishing the need for our AI recommendation system.	Categorized research into clear problem statements with specific consequences if not addressed.	
Wednesday	3/26	6:00 PM	11:30 PM	5.0	Prepare the motivation section and case study section of the first draft of the slides based on the summarized problems, write the first draft of the speech, and attend the group meeting for a simple report.	Directly contributes to the development of our pitch presentation materials, focusing on my assigned sections (Motivation and Case Study).	Completed first draft of slides and speech for my sections. Received initial feedback from group members during the meeting.	
Thursday	3/27	11:00 AM	4:00 PM	5.0	Record the first version of the presentation video, organize the questions to be asked in the weekly meeting with our supervisor, attend the meeting, and organize the revision comments of the slides.	Testing the effectiveness of our presentation content and delivery, while gathering expert feedback to improve the quality.	Received specific revision suggestions from supervisor.	
Friday	3/28	11:00 AM	4:00 PM	5.0	Modify the slides according to the revision suggestions, adjust the speech, re-record the second version of the presentation video, and fill in the timesheet.	Implementing improvements based on feedback to produce the final version of our pitch presentation.	Completed final version of slides and presentation video incorporating all feedback.	
Saturday	3/29	11:00 AM	12:30 AM	1.5	Review pitch presentation materials and prepare additional talking points for potential questions from our client.	Ensures thorough preparation for the pitch delivery and anticipates audience questions about the migration agent recommendation system.	Created a concise Q&A document with responses to potential questions about data sources, algorithm performance, and implementation timeline.	
Sunday	3/30							
Total				26.5				

MCI Project Weekly Time Sheet

Team	HA1	Student ID	Jianghao Jin a1880849			Week starting:			24-Mar
Day	Date	Time In	Time Out	Total hours	Task	How does it fit into project plan?	Outcome/Next action		
Monday	3/24	2:00 PM	6:00 PM	4.0	Determine the content blocks of the project presentation	A speech establishing the business case	Collect literature, including practical cases and model algorithms		
Tuesday	3/25	12:00 PM	6:00 PM	6.0	Check out practical cases of recommendation system in life	What convenience does the recommendation system bring to life	Organize literature and prepare speech content		
Wednesday	3/26	4:00 PM	11:00 PM	7.0	Make PPT and integrate presentation content, and study project data sets and model algorithms as well as evaluation criteria.Group meetings show everyone's progress	Group meetings show everyone's progress	Adjust and complete the responsible parts of the pitch presentation		
Thursday	3/27	12:00 AM	5:00 PM	5.0	Show and get suggestions on powerpoint to supervisor	Confirm the ppt layout and the content that needs to be adjusted	Record pitch presentation		
Friday	3/28	5:00 PM	6:00 PM	1.0	Revise a speech	Confirm the content of the speech as suggested	Record video		
Saturday	3/29	12:00 AM	3:00 PM	3.0	Record the pitch presentation part	Finish the pitch presentation	submit presentation		
Sunday	3/30								
			Total	26.0					

