MCI Project Weekly Time Sheet

Team	HA1	**Student ID**	Manhong Chen a1904387				**Week starting:**	3-Mar
Day	**Date**	**Time In**	**Time Out**	**Total hours**	**Task**	**How does it fit ito project plan?**	**Outcome/Next action**	
Monday	3/3	12:00 PM	2:00 PM	2.0	Formation of the team	build up a team to start the project	form a team successfully and chose a project	
Tuesday	3/4	12:00 PM	2:00 PM	2.0	discuss the Agenda of week 1 and contact with our supervisor	learn about the overview of the project and get contact with the client	confirm the initial meeting time	
Wednesday	3/5							
Thursday	3/6							
Friday	3/7	11:00 AM	8:00 PM	9.0	1. week 1 lecture 2. team building activity 3. project initial meeting 4. weekly summary and task assignment 5. Establish a team charter	1. to help team members know each other and have a consensus on modalities for the follow-up work 2. learn about the requirements of the project 3. break down requirements into tasks	1. finish team charter 2. get week 1 project tasks	
Saturday	3/8	10:00 AM	11:00 AM	1.0	finish and upload week 1 agenda	save the executed file	Agenda week 1 file	
Sunday	3/9	12:00 PM	11:00 PM	11.0	1. find the research focus on the recommendation system and select models 2. group meeting to discuss the selection of models	start the project	each team member was assigned 2 models research	
			Total	25.0				

MCI Project Weekly Time Sheet

| Team | HA1 | Student ID | Zihan Luo a1916700 | | | | Week starting: | | 3-Mar |

Day	Date	Time In	Time Out	Total hours	Task	How does it fit ito project plan?	Outcome/Next action
Monday	3/3	11:30 AM	12:30 PM	1.0	Find the contact information for the last group member	Form the team	Successfully contacted
Monday	3/3	12:30 PM	3:30 PM	2.5	Participate in the agenda questions list discussion and propose questions	Well prepare for the first meeting with supervisor	Understand the requirement
Tuesday	3/4						
Wednesday	3/5						
Thursday	3/6						
Friday	3/7	11:00 AM	6:00 PM	6.0	lecture , meeting	First meeting with our group member and supervisor	Icebreaking
Friday	3/7	9:00 PM	11:00 PM	2.0	Initialize the development environment	In preparation for development	Successfully completed
Saturday	3/8	3:00 PM	4:00 PM	1.0	Initialize project management in github, Build kanban, build demand,build milestone	To visualize project management	finished building
Saturday	3/8	5:00 PM	11:00 PM	6.0	Search literature to prepare for model selection	Prepare for our model selection metting	find two suitable model
Sunday	3/9	2:00 PM	6:00 PM	4.0	1. Initialize wiki in github 2. Prepare the agenda for the second meeting and determine the scope of technology stack selection	Easy to find project documents	Successful initialization
Sunday	3/9	9:00 PM	11:00 PM	2.0	1. Attend group meetings to discuss alternative models 2. Technology stack selection	Necessary work	1. No absence 2. The technology stack is defined 3. The model research task is clear
			Total	24.5			

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Team	HA1	Student ID	a1904387			Week starting:		3-Mar
Day	Date	Time In	Time Out	Total hours	Task	How does it fit ito project plan?	Outcome/Next action	
Monday	3/3	12:00 PM	2:00 PM	2.0	Form a team	Forming a team is the first step in starting a project	Team members were identified and initial roles were assigned.	
Tuesday	3/4	12:00 PM	3:00 PM	3.0	Discuss the Agenda of week 1 with team members	Have a preliminary understanding of the project	List of questions to ask our supervisor	
Wednesday	3/5							
Thursday	3/6							
Friday	3/7	11:00 AM	8:00 PM	9.0	1. Attend lecture 2. Team building activity 3. Meeting with supervisor 4. Organize meeting content	1. Can become more familiar with projects. 2. Can become more familiar with team members who work together	1. Meet the team members and get to know each other 2. Gained a preliminary understanding of the project and the questions on the question list were answered 3. Clarify what to do next.	
Saturday	3/8							
Sunday	3/9	10:00 AM	8:00 PM	10.0	1. Find literature on models that might be suitable for our project 2. Meet with team members to share information and divide work	Each team member has his or her own tasks	Each team member was assigned two models to research and find information.	
			Total	24.0				

MCI Project Weekly Time Sheet

Team	HA1	Student ID	Jianghao Jin a1880849				Week starting:	3-Mar

Day	Date	Time In	Time Out	Total hours	Task	How does it fit ito project plan?	Outcome/Next action
Monday	3/3	12:00 PM	2:00 PM	2.0	contect the teammates	Start the project after confirming the team	choose a project with teammates
Tuesday	3/4	12:00 PM	2:00 PM	2.0	discuss the information about the project	Get a general understanding of the project and contect the supervisor	Set the meeting time with the supervisor
Wednesday	3/5						
Thursday	3/6						
Friday	3/7	11:00 PM	7:00 PM	8.0	1.Lecture 2. Meeting with supervisor 3. Organize meeting minutes	Get to know each other and understand the project plan	The summary of the project content is convenient for later reference and preparation for subsequent work
Saturday	3/8	10:00 PM	12:00 PM	2.0	Complete the meeting minutes and upload it	Easy to review the project process	Week 1 Meeting minutes
Sunday	3/9	10:00 PM	9:00 PM	11.0	Conduct a group meeting to discuss model selection and begin a literature search	select the models	Start research and search on the model
			Total	25.0			

MCI Project Weekly Time Sheet

Team	HA1	Student ID	a1882117				Week starting:		3-Mar

Day	Date	Time In	Time Out	Total hours	Task	How does it fit ito project plan?	Outcome/Next action
Monday	3/3	2:00 PM	4:00 PM	2.0	contact with team members	grouping a team is the first step for a project	communicate with team members successfully
Tuesday	3/4	2:00 PM	6:00 PM	4.0	1. try to figure out what this project is about and do some research about it. 2. discuss with my teammates about my questions and list the questions we will ask in the first meeting with supervisor.	1. only if i understand the project i can complete it 2. prepare for the first meeting with the supervisor	1. have some questions need to be discussed with my taemmates 2. know the clear content we will communicate with the supervisor about
Wednesday	3/5	2:00 PM	4:00 PM	2.0	1. contact with my teammates and supervisor about the meeting time 2. learn about how to communicate with client	1. to make the meeting time is suitable for everyone 2. having good communication with client makes our work more specific	1. confirm the time of the first meeting 2. improve the communication skills
Thursday	3/6						
Friday	3/7	11:00 AM	6:00 PM	7.0	1. week 1 lecture 2. team building activity 3. weekly meeting with client 4. organize meeting content	1. doing team building makes us cooperate more smoothly 2. communicate with client to get the ansters about our questions of this project 3. review the meeting content to get the fully understanding of the project	1. we get to know each other and get familiar with the work habit of each other 2. get the answers of our questions and start a good beginning with our client 3. get the overview of the project
Saturday	3/8	1:00 PM	6:00 PM	5.0	do research about different recommandation systems including their concept,logic,language ,weakness and strength	start the work of the project ,everything is started from doing research	know how many different models are there and get the details of them
Sunday	3/9	1:00 PM	6:00 PM	5.0	organize and write down all the details about those models and have a meeting with my teammates to discuss our research and pick up 10 models we will dig deeper	share with timemates our research and pick up some of them can narrow our work and make the research direction more clear	my next step research is focus on two models
			Total	25.0			