

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 into 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 meeting	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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Monday	3/3								
Tuesday	3/4								
Wednesday	3/5								
Thursday	3/6								
Friday	3/7								
Saturday	3/8								
Sunday	3/9								
Total				0.0					

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