Weekly Report

Week 02 (19/12/2022 – 25/12/2022)

Activity	Duration		Progress	Assign to
	Start Date	**End Date**		
Meet the Client (Ask Questions and Get Approval from Client)	19/12/2023	19/12/2023	Done	Kavinda, Kavishka
Create Project Charter	20/12/2023	21/12/2023	Done	Collaborative
Identify Main Requirements and Finalizing Main Functions	23/12/2022	25/12/2022		Kavinda, Ashan
Select Process Model	25/12/2022	25/12/2022	Done	Kavinda