**Weekly Report**

**Week 02 (24/01/2024 – 29/01/2024)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Duration** |  | **Progress** | **Assign to** |
| **Start Date** | **End Date** |
| Meet the Client (Ask  Questions and Get  Approval from Client) | 24/01/2024 | 24/01/2024 | Done | Dilshan  Sahan |
| Create Project Charter | 25/01/2024 | 26/01/2024 | Done | Collaborative |
| Identify Main Requirements and  Finalizing Main  Functions | 26/01/2024 | 29/01/2024 |  | Dilshan |
| Select Process Model | 29/01/2024 | 29/01/2024 | Done | Dilshan |