# Project Milestone Report

V1 – Before first client meeting

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## Date: 19/03/2025

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| --- | --- | --- | --- | --- |
| Milestone | Date | Status | Responsible | Issues/Comments |
| Team Portfolio Structure (folder layout) | 19/03/25 | Done | Thomas |  |
| Upskilling Recommendation List V1 | 20/03/25 | Done | Thomas |  |
| Team Contract | 20/03/25 | Done | Win |  |
| Stakeholder Management Strategy V1 | 20/03/25 |  | Nathan |  |
| Stakeholder Register V1 | 20/03/25 |  | Nathan |  |
| Communication Plan V1 | 20/03/25 |  | Charmi |  |
| Gantt Chart V1 | 20/03/25 |  | Nathan |  |
| Milestones Report V1 | 20/03/25 | Done | Larissa |  |
| Work Breakdown Structure V1 | 20/03/25 |  | Win |  |
| Issue Log V1 | 23/03/25 |  | Larissa |  |
| Risk Register V1 | 23/03/25 |  | Larissa |  |
| Meeting agenda for first client meeting | 19/03/25 |  | Zafar |  |
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