

<b>DAILY LOG</b>				<b>FORM 01</b> Ref: Daily Log V7.0 Version: 7.0
<b>Programme: SPPM</b>		<b>Project: E-commerce website for Caramels and Almonds</b>		<b>PRINCE2</b>
<b>Date</b>	<b>Person Responsible</b>	<b>Action/Comment</b>	<b>Target Date</b>	<b>Result</b>
31/07/2023	Hasini Jayasekara Vithanage	Prepare project approach	03/08/2023	Completed
31/07/2023	Hasini Jayasekara Vithanage	Prepare issue log	03/08/2023	Completed
31/07/2023	H.M.Pumudi Chamalka Kumari Herath	Update RACI matrix	03/08/2023	Completed
31/07/2023	H.M.Pumudi Chamalka Kumari Herath	Prepare code of conduct	03/08/2023	Completed
31/07/2023	A.S De Silva	Prepare the risk log version 1.6	02/08/2023	Completed
31/07/2023	A.S De Silva	Prepare the risk plan for week 8	02/08/2023	Completed
31/07/2023	A.S De Silva	Update the risk register	02/08/2023	Completed
31/07/2023	A.S De Silva	Update the risk profiling table	02/08/2023	Completed
31/07/2023	A.S De Silva	Prepare the probability impact grid	02/08/2023	Completed
31/07/2023	R.S Senarathna	Prepare the quality log version 1.4	05/08/2023	Completed
31/07/2023	R.S Senarathna	Generate the quality checklist and product checklist for week 8	05/08/2023	Completed

Prepared by: A.S De Silva

31/07/2023	R.S Senarathna	Update test cases	04/08/2023	Completed
31/07/2023	R.S Senarathna	Lighthouse testing	04/08/2023	Completed
31/07/2023	Pruthuvi Wijesinghe	Prepare the lessons learned log	05/08/2023	Completed
03/08/2023	Hasini Jayasekara Vithanage	Prepare board meeting and client meeting minutes	04/08/2023	Completed