

DAILY LOG				FORM 01 Ref: Daily Log V1.0 Version: 1.0
Programme: SPPM		Project: E-commerce website for Caramels and Almonds		PRINCE2
Date	Person Responsible	Action/Comment	Target Date	Result
12/06/2023	All members	Discussion about selecting a project topic and a client	13/06/2023	Completed
13/06/2023	All members	Finalize the project topic	13/06/2023	Completed
14/06/2023	Pruthuvi Wijesinghe	Email the project description to the lecturer in charge	14/06/2023	Completed
14/06/2023	All members	Discussion with the client	14/06/2023	Completed
14/06/2023	Hasini Jayasekara Vithanage A.S De Silva	Prepare the Project Brief	16/06/2023	Completed
15/06/2023	Pruthuvi Wijesinghe	Prepare the request letter for the client	15/06/2023	Completed
16/06/2023	R.S Senarathna	Prepare the use case diagram	16/06/2023	Completed
16/06/2023	Hasini Jayasekara Vithanage	Prepare the client meeting minutes	16/06/2023	Completed
17/06/2023	A.S De Silva	Obtain the acceptance letter from the client	17/06/2023	Completed