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| **DAILY LOG :02** |  |  |  | **FORM [007]**  **Ref: DailyLog\_2**  **Version: 2.0** |
| **Programme:** | **SSPM** | **Project:** **AI-powered computer vision-based customer analysis system** |  | **PRINCE2** |
| Date | Person **Responsible** | **Action/Comment** | **Target**  **Date** | **Result** |
| 04/02/2022 | All members | **Team Meeting**  List the functions and got the documentation grouped according to the roles of the members.  Set up the PM tool  Had a proper discussion about the artefact development | 04/01/2023 | Completed |
| 05/02/2022 | Start-up M-Sangeetha  PM  Gunarakulan  Schedule M-Mathumitha | **Client Meeting**  Got the acceptance letter from the client  Presented the design for the approval  Prepared the client meeting minutes | 05/01/2022 | Completed |
| 06/02/2023 | All Members | **Team Documents Preparation**  Project brief presentation preparation | 06/01/2023 | Completed |
| 07/01/2023 | All Members | **Fix issues in requirements related to risks** | 08/01/2023 | Completed |
| 09/02/2023  10/02/2023 | All Members  All Members | **Prepared the proper documentation**  Daily Logs  Project Brief  Project Meeting Tool and board setup  **Had the second meeting with the supervisor-**  Presentation of the project brief about the project  Discussed future work and improvements | 09/01/2023  10/02/2023 | Completed  Completed |
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