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| **DAILY LOG :03** |  |  |  | **FORM [007]**  **Ref: DailyLog\_3**  **Version: 2.0** |
| **Programme:** | **SSPM** | **Project:** **AI-powered computer vision-based customer analysis system** |  | **PRINCE2** |
| Date | Person **Responsible** | **Action/Comment** | **Target**  **Date** | **Result** |
| 11/02/2022 | All members | **Setup version controlling System**  GitHub accounts were created individually and were connected to a main project to manage the artefact development | 11/02/2022 | Completed |
| 12/02/2022 | All members | **Work on Technology stacks** | 12/02/2022 | Completed |
| 13/02/2023 | Start-up M -Sangeetha  Scheduling M-Mathumitha | **Prepare Gantt Chart** | 13/02/2023 | Completed |
| 14/01/2023 | QM-Delaxsan  RM-Haritha | **Prepare Quality and the risk plan** | 14/01/2023 | Completed |
| 15/02/2023  16/01/2023 | All Members  PM-Gunarakulan  Start-up M-Sangeetha  Scheduling M-Mathumitha  QM-Delaxsan | **Prepared the Draft of the Project Initiation Document documentation**  PBS  PFD  WBS  **Worked on the daily logs for the week and meeting minutes with the client**  Had a brief call with the client to show the design we have worked with  Client meeting minutes were prepared  Discussed the quality plan | 16/01/2023  16/01/2023 | Completed  Completed |
| 17/01/2023 | All members | **Project Board Meeting Three**  Finalized project brief  Work breakdown structure  Gantt chart  Product breakdown structure  Product flow diagram  Client meeting minutes  Project board meeting minutes  Daily log | 17/01/2023 | In Progress |
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