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| **DAILY LOG :04** |  |  |  | **FORM [007]**  **Ref:**  **Version:** |
| **Programme:** |  | **Project:** |  | **PRINCE2** |
| Date | Person **Responsible** | **Action/Comment** | **Target**  **Date** | **Result** |
| 19/02/2023 | Start Up Manager | Prepare the SRS documentation | 24/02/2023 | Completed |
| 19/02/2023 | All Members | Create the UI sketch of the proposed system | 24/02/2023 | Completed |
| 19/02/2023 | Start-up Manager  Project Manager  Schedule Manager | Do the client meeting with the customer and get the meeting minutes | 20/03/2023 | Completed |
| 21/03/2023 | All Members | Prepare the stage plan | 23/03/2023 | Completed |
| 22/03/2023 | All Members | Prepare the business case | 23/03/2023 | Completed |
| 22/03/2023 | Project Manager | Project Initiation | 23/03/2023 | Complied |
| 19/03/2023 | Risk Manager  Quality Manager | Do the Risk log and Quality log | 23/03/2023 | Completed |
| 20/03/2023 | Scheduling Manager | Do the Communication plan | 22/03/2023 | Completed |