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| --- | --- | --- | --- | --- |
| **DAILY LOG:05** |  |  |  | **FORM [007]**  **Ref:**  **Version:** |
| **Programme:** |  | **Project:** |  | **PRINCE2** |
| Date | Person **Responsible** | **Action/Comment** | **Target**  **Date** | **Result** |
| 26/03/2023 | Project Manager | Prepare the Highlight Report | 29/03/2023 | Completed |
| 27/03/2023 | All Members | Prepare the SBS Diagram | 29/03/2023 | Completed |
| 27/03/2023 | All Members | Prepare the product break down structure | 22/03/2023 | Completed |
| 28/03/2023 | All members | Work Break down structure | 29/03/2023 | Completed |
| 28/03/2023 | All Members | Product Flow diagram | 29/03/2023 | Completed |
| 26/03/2023 | Project Manager  Start up Manger  Scheduling Manager | Meeting with Client do the meeting minutes | 27/03/2023 | Completed |
| 27/03/2023 | Risk Manger  Quality Manager | Do the Risk log and Quality Log | 29/03/2023 | Completed |