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| **DAILY LOG** |  |  |  | **FORM [007]**  **Ref:**  **Version:** |
| **Programme:** |  | **Project:** |  | **PRINCE2** |
| Date | Person **Responsible** | **Action/Comment** | **Target**  **Date** | **Result** |
| 02/03/2023 | Risk Manger | Do the Risk Register Matrix | 07/03/2023 | Completed |
| 03/03/2023 | Risk Manger | Do the risk Profile | 06/03/2023 | Completed |
| 02/03/2023 | Quality Manager | Do the Quality Log | 07/03/2023 | Completed |
| 03/03/2023 | Project Manager | Do the EMV Report | 06/03/2023 | Completed |
| 04/03/2023 | All Members | Do the Code of Contact | 06/03/2023 | Completed |
| 02/03/2023 | All Members | Do the UI Design with software | 06/03/2023 | On Going |
| 02/03/2023 | Project Manger  Start up Manger  Scheduling Manger | Meeting with client and do the meeting minutes | 03/03/2023 | Completed |
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