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| **DAILY LOG 07** |  |  |  | **FORM [007]**  **Ref:**  **Version:** |
| **Programme:** |  | **Project:** |  | **PRINCE2** |
| Date | Person **Responsible** | **Action/Comment** | **Target**  **Date** | **Result** |
| 12/03/2023 | All Members | Highlight Report 2 | 15/03/2023 | Completed |
| 18/03/2023 | Start-up Manger  Project Manager | Client Meeting | 18/03/2023 | Completed |
| 12/03/2023 | Start-up Manger  Quality Manager | Work Package | 16/03/2023 | Completed |
| 12/03/2023 | All Members | Project Approach History | 18/03/2023 | Completed |
| 12/03/2023 | Project Manger | Lesson Learned Report | 12/03/2023 | Completed |
| 12/03/2023 | All Members | Check point Report | 16/03/2023 | Completed |
| 12/03/2023 | Project Manager  Stat-up Manager | Code of conduct | 16/03/2023 | Completed |
| 12/03/2023 | Risk Manager | Off specification | 17/03/2023 | Completed |
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