| **DAILY LOG :01** |  |  |  | **FORM [007]**  **Ref: DailyLog\_1**  **Version: 1.0** |
| --- | --- | --- | --- | --- |
| **Programme:** | **SSPM** | **Project:** **AI-powered computer vision-based customer analysis system** |  | **PRINCE2** |
| Date | Person **Responsible** | **Action/Comment** | **Target**  **Date** | **Result** |
| 19/01/2022 | PM  Gunarakulan | **Team Meeting**  Formed a group and assigned the roles. | 19/01/2023 | Completed |
| 22/01/2022 | PM  Gunarakulan | **Finding a client**  Take with the chosen customer to learn more  About their requirements | 22/01/2023 | Completed |
| 23/01/2023 | PM  Gunarakulan RM Haritha | **Client Meeting**  Had a discussion with the selected client and gathered requirements for the project | 23/01/2023 | Completed |
| 25/01/2023 | All Members | **Team Meeting**  Bring the ideas to the client  Discussed the specific requirements  Determine the Overall project scope | 25/01/2023 | Completed |
| 30/01/2023 | PM  Gunarakulan | **Client Meeting**  Client Accepted the project Presented the proposing system to the client  and got feedback from the client’s side | 28/01/2023 | Completed |
| 01/02/2023  03/02/2023 | All Members  All Members | Daily Logs  Project Brief  Project Meeting Tool  **Had the first meeting with the supervisor-**  Discuss the scope of the project.  Discuss an initial system design.  Suggest ideas for the requirements | 01/01/2023  03/02/2023 | Completed  Completed |
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