10. Issue Log

Issue	How it could have been prevented?	How to address this issue?
Cancelled planned meeting	Manage other work in regulation with planned meetings.	Hold virtual meeting whenever in-person meetings not feasible. Reschedule meetings as per team's availability.
Scope creep	Work with stakeholders to clearly identify requirements Set goals according to identified requirements	Updating the stakeholders regularly in regards with the progress of the project
Did not meet set Milestone deadlines	Frequent follow-up meetings Regular monitoring of deadlines by project manager	Discuss and review with the team and set realistic deadlines.
MS Project software configuration issue	Not applicable	Install alternate softwares such as Project Libre