

<b>DAILY LOG</b>				<b>FORM Ref: Version: 1.0</b>
<b>Programme: Social and Professional Project Management</b>		<b>Project: 'Sipsara Communication' : Bill Detection System (Group 24)</b>		<b>PRINCE2</b>
<b>Date</b>	<b>Person Responsible</b>	<b>Action/Comment</b>	<b>Target Date</b>	<b>Result</b>
01/02/2022	Kavindu Peiris	<b>Team meeting</b> <ul style="list-style-type: none"> <li>Allocated roles for the members.</li> </ul>	01/02/2022	Completed
02/02/2022	Gimhan Thebuwana/ Ravindu Chathuranga	<b>Finding a client</b>	02/02/2022	Completed
03/02/2022	All members	<b>Team Meeting</b> <ul style="list-style-type: none"> <li>Discussed with client about project</li> <li>Suggested Ideas</li> <li>Compared the scope of the project</li> <li>Selected most suitable one that can be done by given time duration</li> </ul>	03/02/2022	Completed
03/02/2022	Chathura Sandakelum/ Sanesh Gangul	<b>Client meeting</b> <ul style="list-style-type: none"> <li>Discussed with the selected client and gathered requirements</li> </ul>	03/02/2022	Completed
04/02/2022	All members	<b>Team meeting</b> <ul style="list-style-type: none"> <li>Suggested ideas for the requirements</li> <li>Discussed about an initial system design</li> </ul>	04/02/2022	Completed
05/02/2022	Gimhan Thebuwana/ Kavindu Peiris	<b>Client request letter preparation</b> <ul style="list-style-type: none"> <li>Presented the design for the approval</li> </ul>	05/02/2022	Completed
06/02/2022	All members	<b>Client meeting</b> <ul style="list-style-type: none"> <li>Agreed to the suggested system design</li> <li>Acceptance letter received</li> </ul>	06/02/2022	Completed
08/02/2022	All members	<b>Submitted documents</b>	09/02/2022	Completed

		<ul style="list-style-type: none"><li>• Work breakdown structure</li><li>• Product break structure</li><li>• Product description</li><li>• Product flow Diagram</li><li>• Meeting minutes</li><li>• Daily Log</li></ul>		