

DAILY LOG		Start-up Manager		FORM Ref: Version:1.0
Program: Social and Professional Project Management		Project: Development of an Automated Chatbot for Consultation Appointment Booking at A. A. Samarasinghe Opticians.		PRINCE2
Date	Person Responsible	Action/Comment	Target Date	Result
16/02/2025	All Members	<ul style="list-style-type: none"> Had a supervisor and team meeting to discuss the project. 	16/02/2025	Completed
18/02/2025	All Members	<ul style="list-style-type: none"> Had team stand-up meetings. 	18/02/2025	Completed
20/02/2025	N.R.T Fernando	<ul style="list-style-type: none"> Create work package 1 for the first sprint. 	20/02/2025	Completed
21/02/2025	All Members	<ul style="list-style-type: none"> Discussed progress and resolved issues. 	21/02/2025	Completed
22/02/2025	N.R.T Fernando	<ul style="list-style-type: none"> Create a team Code of conduct. 	22/02/2025	Completed