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| **DAILY LOG** |  |  |  | **FORM**  **Ref:**  **Version: 1.0** |
| **Programme:** | **SPPM** | **Project: Lanka Tools (Pvt) Ltd** |  | **PRINCE2** |
| Date | Person **Responsible** | **Action/Comment** | **Target**  **Date** | **Result** |
| 26/06/2022 | All Members | Finding a client to work out a project. | 28/06/2022 | Completed |
| 26/06/2022 | Ruwanthi Narampanawa : Scheduling Manager | Preparing the Team Meeting Minutes. | 26/06/2022 | Completed |
| 28/06/2022 | All Members | Discussion with the client regarding requirements and finalize the project. | 28/06/2022 | Completed |
| 28/06/2022 | All Members | Finalizing the technologies. | 28/06/2022 | Completed |
| 28/06/2022 | Ruwanthi Narampanawa : Scheduling Manager | Preparing the Team Meeting Minutes. | 05/07/2022 | Completed |
| 01/07/2022 | Imanka jayasiriwardena : Startup Manager | Getting the request letter from the client. | 06/07/2022 | Completed |
| 01/07/2022 | All Members | Preparing and finalizing the project brief. | 06/07/2022 | Completed |
| 01/07/2022 | Imanka jayasiriwardena : Startup Manager | Preparing Business case. | 07/07/2022 | Completed |
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