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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** |
| 07/08/2022 | Ruwanthi Narampanawa : Scheduling Manager | Preparing the Board Meeting Minutes. | 07/08/2022 | Completed |
| 07/09/2022 | Imanka jayasiriwardena : Startup Manager | Finalize the ideas and solutions for the development of the project | 07/09/2022 | Completed |
| 07/09/2022 | Ruwanthi Narampanawa : Scheduling Manager | Preparing the Client Meeting Minutes. | 07/09/2022 | Completed |
| 07/11/2022 | All Members | Discuss the documents to be prepare and allocate task to team members | 07/11/2022 | Completed |
| 07/11/2022 | Ruwanthi Narampanawa : Scheduling Manager | Preparing the Team Meeting Minutes. | 07/11/2022 | Completed |
| 07/11/2022 | Bhathiya Kannangara : Project Manager | Preparing the Project Brief Preparation | 07/14/2022 | Completed |
| 07/11/2022 | Ruwanthi Narampanawa : Scheduling Manager | Preparing the Communication Plan  Preparing the WBS | 07/14/2022 | Completed |
| 07/11/2022 | Layan Perera :Quality Manager | Preparing the Project Quality Plan  Maintain the Issue Log | 07/14/2022 | Completed |
| 07/11/2022 | R.A.G.U.T.Rajapaksha : Risk Manager | Maintain Risk Log  Preparing Risk Plan | 07/14/2022 | Completed |
| 07/11/2022 | Imanka jayasiriwardena : Startup Manager | Draw Use Case Scenarios and Diagram  Draw ER Diagram  Create Product Breakdown Structure,  Product Flow Diagram | 07/14/2022 | Completed |
| 07/11/2022 | Ruwanthi Narampanawa : Scheduling Manager | Preparing the Gantt Chart | 07/15/2022 |  |
| 07/11/2022 | Bhathiya Kannangara : Project Manager | Review Project Brief and Other Documents | 07/15/2022 | Completed |
| 07/11/2022 | Bhathiya Kannangara : Project Manager | Preparing the SRS Preparation, Project Initiation Document | 07/18/2022 |  |
| 07/11/2022 | Imanka jayasiriwardena : Startup Manager | Business Case Preparation  Interface Design for SRS | 07/18/2022 |  |
| 07/11/2022 | Ruwanthi Narampanawa : Scheduling Manager | Preparing the Project Plan | 07/18/2022 |  |