**DAILY REPORT (individual)**

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| **Project Name:** | Online event management |
| **Day:** | Tuesday ,June 10, 2019 |
| **Name:** | Saikumar Nalivela |

**REPORT:**

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| **Your planed objectives** | 1. Create team logo 2. Assign individual responsibility for each and everyone |
| **Your achieved objectives** | 1. Successfully created team logo 2. Assigned individual roles to each and every person. |
| **Your missed objectives and make-up plan** | None |
| **Your plan for next day** | 1. Create the project charter 2. Project management plan. |