ISSUE LOG

Issue	How to prevent	How to correct
Misunderstanding the scope of the project	Examine the problem statement and project scope, as well as check with the professor for clarification.	Connect with the professor
Incorrect Work packages / WBS	Understand the problem statement and scope of the project	Verify WBS by the professor.
Incorrect / Irrelevant stakeholders	Analyze the problem statement	Verify Stakeholders by the professor.
Overestimation of project cost	Find out more about the costs of finishing the project.	Request the Professor to evaluate the cost estimate
Team Members Availability	Fix a time schedule taking into consideration every team member's availability	Arrange a meet virtually during weekends or after weekly class
Misunderstanding the communication plan	Understand the scope of the communications plan document thoroughly.	Check with the professor
Delay in submitting the "Requirements" document	Follow up with team members, and meet regularly once a week to complete document	Modify the project's schedule.
Unable to decide the department for non-profit	Do research over the internet & develop ideas for the better understanding	Connect with the professor