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| **DAILY LOG: 01** | | | | **FORM [007]**  **Ref: DailyLog\_01**  **Version: 1.0** |
| **Programme:** SPPM | | **Project:** A website featuring an Artificial Intelligence Based Chat bot for Omantha Tire House. | | **PRINCE2** |
| Date | Person **Responsible** | **Action/Comment** | **Target**  **Date** | **Result** |
| 01/29/2023 | * Project Manager - Vinod Sahan Nawarathna | Formed a group and assigned the roles. | 01/31/2023 | The roles are divided as follows:   * Project Manager - Vinod Nawarathna * Start-up Manager - Sachith Wijesiriwardhana * Quality Manager - Keshara Dissanayaka * Risk Manager - Malith Edirisinghe * Scheduling Manager - Rivi Thushara |
| 01/29/2023 | * Project Manager - Vinod Sahan Nawarathna * Start-up Manager - Sachith Wijesiriwardhana * Quality Manager - Keshara Dissanayaka * Risk Manager - Malith Edirisinghe * Scheduling Manager - Rivi Thushara | Discuss project ideas with group members. | 01/31/2023 | The project was finalized as creating an official website for Omantha Tire House. |
| 02/01/2023 | * Start-up Manager - Sachith Wijesiriwardhana | Created a Trello account. | 02/01/2023 | Created a Trello project board and added other group members. |
| 02/03/2023 | * Project Manager - Vinod Sahan Nawarathna * Start-up Manager - Sachith Wijesiriwardhana * Quality Manager - Keshara Dissanayaka * Risk Manager - Malith Edirisinghe * Scheduling Manager - Rivi Thushara | Plan to first meeting with the supervisor. | 02/03/2023 | - |
| 02/03/2023 | * Project Manager - Vinod Sahan Nawarathna | Plan to complete the meeting minutes document. | 02/03/2023 | - |
| 02/04/2023 | * Quality Manager - Keshara Dissanayaka * Risk Manager - Malith Edirisinghe * Scheduling Manager - Rivi Thushara | Plan to decide a suitable language to develop. | 02/07/2023 | - |
| 02/04/2023 | * Project Manager - Vinod Sahan Nawarathna * Start-up Manager - Sachith Wijesiriwardhana * Scheduling Manager - Rivi Thushara | Expect to Decide a suitable platform to develop the website. | 02/07/2023 | - |
| 02/05/2023 | * Project Manager - Vinod Sahan Nawarathna * Start-up Manager - Sachith Wijesiriwardhana * Quality Manager - Keshara Dissanayaka * Risk Manager - Malith Edirisinghe * Scheduling Manager - Rivi Thushara | To complete the project mandate. | 02/10/2023 | - |
| 02/06/2023 | * Start-up Manager - Sachith Wijesiriwardhana * Quality Manager - Keshara Dissanayaka | Meeting with the client. | 02/06/2023 | - |