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| **DAILY LOG: 04** |  |  |  | **FORM [007]**  **Ref: DailyLog\_04**  **Version: 4.0** |
| **Programme:** SPPM |  | **Project:** E Commerce Web Application for Omantha Tire House |  | **PRINCE2** |
| Date | Person **Responsible** | **Action/Comment** | **Target**  **Date** | **Result** |
| 15/02/2023 | * Project Manager - Vinod Sahan Nawarathna * Start-up Manager - Sachith Wijesiriwardhana * Quality Manager - Keshara Dissanayaka * Scheduling Manager - Rivi Thushara * Risk Manager - Malith Edirisinghe | Looking forward to completing SRS Document. | 23/02/2023 | SRS Document Completed. |
| 19/02/2023 | * Scheduling Manager - Rivi Thushara | Looking forward to completing Meeting Munities Document. | 23/02/2023 | Meeting Munities Document Completed. |
| 19/02/2023 | * Project Manager - Vinod Sahan Nawarathna | Looking forward to completing Daily Log Document. | 23/02/2023 | Daily Log Document Completed |
| 19/02/2023 | * Quality Manager - Keshara Dissanayaka | Looking forward to completing Quality Plan Document. | 23/02/2023 | Quality Plan Document Completed. |
| 19/02/2023 | * Risk Manager - Malith Edirisinghe | Looking forward to completing Risk Log Document. | 23/02/2023 | Risk Log Document Completed. |
| 19/02/2023 | * Risk Manager - Malith Edirisinghe | Looking forward to completing Risk Management Plan Document. | 23/02/2023 | Risk Management Plan Document Completed. |
| 19/02/2023 | * Start-up Manager - Sachith Wijesiriwardhana | Looking forward to completing Project Plan Document. | 23/02/2023 | Project Plan Document Completed. |
| 19/02/2023 | * Start-up Manager - Sachith Wijesiriwardhana | Looking forward to completing introduction (SRS) | 23/02/2023 | Introduction (SRS) Completed. |
| 19/02/2023 | * Quality Manager - Keshara Dissanayaka | Looking forward to completing Overall Description (SRS) | 23/02/2023 | Overall Description (SRS) Completed. |
| 19/02/2023 | * Project Manager - Vinod Sahan Nawarathna | Looking forward to completing External Interface Requirements (SRS) | 23/02/2023 | External Interface Requirements (SRS) Completed. |
| 19/02/2023 | * Scheduling Manager - Rivi Thushara | Looking forward to completing System Features (SRS) | 23/02/2023 | System Features (SRS) Completed. |
| 19/02/2023 | * Risk Manager - Malith Edirisinghe | Looking forward to completing Other Non-functional Requirements (SRS) | 23/02/2023 | Other Non-functional Requirements (SRS) Completed. |