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| **DAILY LOG: 07** |  |  |  | **FORM [007]**  **Ref: DailyLog\_07**  **Version: 7.0** |
| **Programme:**  SPPM |  | **Project:** E Commerce Web Application for Omantha Tire House |  | **PRINCE2** |
| Date | Person **Responsible** | **Action/Comment** | **Target**  **Date** | **Result** |
| 17/03/2023 | * Scheduling Manager - Rivi Thushara | Looking forward to completing Meeting Minutes Document. | 18/03/2023 | Meeting Munities Document Completed. |
| 17/03/2023 | * Project Manager - Vinod Sahan Nawarathna | Looking forward to completing Daily Log Document. | 18/03/2023 | Daily Log Document Completed |
| 17/03/2023 | * Quality Manager - Keshara Dissanayaka | Looking forward to completing Quality Log Document. | 18/03/2023 | Quality Log Document Completed. |
| 17/03/2023 | * Risk Manager - Malith Edirisinghe | Looking forward to completing Risk Log Document. | 18/03/2023 | Risk Log Document Completed. |
| 17/03/2023 | * Risk Manager - Malith Edirisinghe | Looking forward to completing Risk Management Plan Document. | 18/03/2023 | Risk Management Plan Document Completed. |
| 17/03/2023 | * Risk Manager - Malith Edirisinghe | Looking forward to completing Project Issue Document. | 18/03/2023 | Project Issue Document Completed. |
| 17/03/2023 | * All Managers | Looking forward to completing Project Highlight Plan | 18/03/2023 | Highlight Plan Document Completed. |
| 17/03/2023 | * All Managers | Looking forward to completing Development Process. | 18/03/2023 | Work on admin panel, chat API and user interface has been largely completed. |
| 17/03/2023 | * All Managers | Looking forward to completing Work Package Document. | 18/03/2023 | Work Package Document Completed. |