

Detailed Activities Log Progress

Project Name
Website Redesign
Prepared By
John Doe
Period
1 June 2024 – 14 June 2024
Department
Marketing

Activities Log

Date	Activity Description	Responsible	Status / Progress	Remarks
2024-06-01	Initial project kickoff meeting	Jane Smith	Completed	N/A
2024-06-03	Stakeholder requirements gathering	Mike Lee	Completed	All requirements documented
2024-06-06	Design mock-ups created	Sara Yun	In Progress	Awaiting approval from team
2024-06-10	Reviewed wireframes with stakeholders	Jane Smith	Completed	Minor revisions requested
2024-06-13	Front-end development started	Alex Chen	Ongoing	On schedule

Important Notes

- Ensure that all entries are updated daily for accurate tracking.
- Clearly specify responsibilities for each activity.
- Use consistent status terms (e.g., Completed, In Progress, Ongoing).
- Remarks section should highlight challenges, delays, or accomplishments.
- Regular reviews of this log help improve project transparency and coordination.