

Company Name:Avantrio		Meeting: I01
Date : 26th June, 2020		Meeting Time : 11.00 a.m.
Meeting called by	Mr. Manujith Pallewatta	
Type of meeting	Virtual Meeting	
Attendees	M.D.N. Chandrasiri E.A.Y.R. Edirisinghe W.P.C.P. Pathirana W.A.D. Sandarekha I.K.G.D.S.N. Senanayake	
Absentees	None	
Topic 1 : Introduction		
Discussion	1. Background of each member 2. Technological skills of each member	
Conclusions	1. How to proceed with learning required technologies 2. Create a todo app to get a hands on training	
Topic 2 : Project introduction		
Discussion	1. Purpose of the project 2. Basic functions	
Conclusions	1. Research areas for the project	
Task List	1. Research on current bug tracking software 2. Create a todo app	
Future Meetings	Undecided	

Avantrio		Meeting: I02
Date: 07th July, 2020	Meeting Time: 2.30 p.m.	
Meeting called by	Mr. Manujith Pallewatta Mr. Amal Vinoth	
Type of meeting	Physical Meeting/ Company visit	
Attendees	M.D.N. Chandrasiri E.A.Y.R. Edirisinghe W.P.C.P. Pathirana W.A.D. Sandarekha I.K.G.D.S.N. Senanayake	
Absentees	None	
Topic 1: Module of the system		
Discussion	1. Modules of the system and functionality of each module. 2. Difficulty level of each module.	
Conclusion	1. Division of work among members	
Topic 2: Technologies		
Discussion	1. React libraries to be used in the project 2. Django rest framework	
Conclusion	1. Use of Formik, Yup and Bootstrap	
Task List	Learning the required technologies	
Future Meetings	Undecided	

Avantrio		Meeting: I03
Date: 24th July, 2020	Meeting Time: 11.00 a.m.	
Meeting called by	Mr. Manujith Pallewatta	
Type of meeting	Virtual Meeting	
Attendees	M.D.N. Chandrasiri E.A.Y.R. Edirisinghe W.P.C.P. Pathirana W.A.D. Sandarekha I.K.G.D.S.N. Senanayake	
Absentees	None	
Topic 1: Wireframes		
Discussion	1. Wireframes of the system 2. Role Based Access Control in terms of interfaces	
Conclusion	1. Three home pages for customers, admins and internal users.	
Task List	Creation of wireframes	
Future Meetings	Undecided	

Avantrio		Meeting: I04
Date: 24th September, 2020	Meeting Time: 4.00 p.m.	
Meeting called by	Mr. Manujith Pallewatta	
Type of meeting	Virtual Meeting	
Attendees	M.D.N. Chandrasiri E.A.Y.R. Edirisinghe W.P.C.P. Pathirana W.A.D. Sandarekha I.K.G.D.S.N. Senanayake	
Absentees	None	
Topic 1: GitHub		
Discussion	1. Use of GitHub during the project. 2. Folder structures.	
Conclusion	1. Template for the folder structure will be provided by the company.	
Topic 2: project development		
Discussion	1. Integration of codes. 2. Database development.	
Conclusion	1. Database will be hosted on the company’s cloud.	
Task List	Start of project development	
Future Meetings	Undecided	

Avantrio		Meeting: I05
Date: 31st October, 2020	Meeting Time: 5.30 p.m.	
Meeting called by	Mr. Manujith Pallewatta	
Type of meeting	Virtual Meeting	
Attendees	M.D.N. Chandrasiri E.A.Y.R. Edirisinghe W.P.C.P. Pathirana W.A.D. Sandarekha I.K.G.D.S.N. Senanayake	
Absentees	None	
Topic 1: Bug Reports		
Discussion	1. Bug reports required and the nature of the charts.	
Conclusion	Temporary design of the dashboard.	
Topic 2: Review of the implementation		
Discussion	1. Feedback for the first sprint.	
Conclusion	1. Improvements to be made to the code	
Task List	Proceed with the second sprint	
Future Meetings	Undecided	

Avantrio		Meeting: I05
Date: 1st November, 2020	Meeting Time: 2.30 p.m.	
Meeting called by	Mr. Manujith Pallewatta	
Type of meeting	Virtual Meeting	
Attendees	M.D.N. Chandrasiri E.A.Y.R. Edirisinghe W.P.C.P. Pathirana W.A.D. Sandarekha I.K.G.D.S.N. Senanayake	
Absentees	None	
Topic 1: UI Design		
Discussion	1. Review of implemented code.	
Conclusion	1. Changes to be done in the UI design.	
Topic 2: Review of the bug reports		
Discussion	2. Feedback for the bug reports.	
Conclusion	2. changes to be done in the bug reports.	
Task List	Proceed with the implementation	
Future Meetings	Undecided	

Avantrio		Meeting: I05
Date: 25th February, 2021	Meeting Time: 3.00 p.m.	
Meeting called by	Mr. Manujith Pallewatta	
Type of meeting	Virtual Meeting	
Attendees	M.D.N. Chandrasiri E.A.Y.R. Edirisinghe W.P.C.P. Pathirana W.A.D. Sandarekha I.K.G.D.S.N. Senanayake	
Absentees	None	
Topic 1: Backend		
Discussion	2. Review of implemented code.	
Conclusion	2. Changes to be done in the implemented methods.	
Topic 2: State Management		
Discussion	3. discussion about various state management methods.	
Conclusion	3. deciding on the useState method.	
Task List	Proceed with the implementation	
Future Meetings	Undecided	

Avantrio		Meeting: I05
Date: 1st November, 2020	Meeting Time: 5.30 p.m.	
Meeting called by	Mr. Manujith Pallewatta	
Type of meeting	Virtual Meeting	
Attendees	M.D.N. Chandrasiri E.A.Y.R. Edirisinghe W.P.C.P. Pathirana W.A.D. Sandarekha I.K.G.D.S.N. Senanayake	
Absentees	None	
Topic 1: Timesheet review		
Discussion	3. Review of implemented timesheet designs.	
Conclusion	3. Merge of two timesheets.	
Topic 2: Project routing		
Discussion	4. Review of current routing mechanisms.	
Conclusion	4. Removing user role from the url.	
Task List	Proceed with the implementation	
Future Meetings	Undecided	

Avantrio		Meeting: I05
Date: 19th March, 2021	Meeting Time: 3.30 p.m.	
Meeting called by	Mr. Manujith Pallewatta	
Type of meeting	Virtual Meeting	
Attendees	M.D.N. Chandrasiri E.A.Y.R. Edirisinghe W.P.C.P. Pathirana W.A.D. Sandarekha I.K.G.D.S.N. Senanayake	
Absentees	None	
Topic 1: UI Design		
Discussion	4. Review of implemented code.	
Conclusion	4. Changes to be done in the UI design.	
Topic 2: Review of the bug reports		
Discussion	5. Feedback for the bug reports.	
Conclusion	5. changes to be done in the bug reports.	
Task List	Proceed with the implementation	
Future Meetings	Undecided	