# **MEETING MINUTES:40 mins**

*Meeting Minutes guidelines:*

* *Publish Minutes within 24 hours of any meeting*
* *Post Minutes in a place available to all stakeholders (e.g. shared drive or website)*
* *Send Minutes via email to all stakeholders. Include Action Items in body of the email.*
* *Review Action Items for completion during the next meeting.*

| **Project Name:** | Sales Forecasting System for Industry | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 04/02/2022 | **Location:** | Proprietor’s Office |
| **Minutes Prepared By:** | Project Manager | **Charge time to:** |  |

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| 1. Purpose of Meeting |
| To propose idea to Proprieter |

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| 2. Attendance at Meeting *(add rows as necessary)* | | | |
| **Name** | **Department./Division** | **E-mail** | **Phone** |
| Mohamed Reghvie | Proprieter | msreghvie@gmail.com | 0773682583 |
| Fathima Rihana | Sales Department | Rihana123@gmail.com | 0777670251 |
| Abdull Rahman Reghvie |  | arreghvie2@gmail.com | 0775538571 |
| Imasha Umayangi |  | imashawithanage@gmail.com | 0777294556 |
| Isuru Lakshan Gunawardana |  | isurulakshan625@gmail.com | 0779746422 |
| Sasmika Gunarathne |  | gmssbgunarathna@gmail.com | 0779584947 |
| Loku Liyanage Ranidu Lakshitha De Soyza |  | ranidusoysa8@gmail.com | 0713068993 |

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| 3. Meeting Agenda |
| 2 pm: Visit industry  2:15 pm: Meet with proprieter and propose idea  2:30 pm: Answer questions  2:40 pm: Request permission to carry out idea |

| 4. Meeting Notes, Decisions, Issues |
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| Proprieter agreed on proposed idea, had few questions on technologies which will be used which we duly answered |

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| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| Get acceptance letter acknowledged | Project Manager | 05/02/2022 |
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| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 18/02/2022 | **Time:** | 2 pm | **Location:** | Proprieter’s office |
| Agenda: | 2 pm: Visit industry  2:15 pm: Meet with proprieter and propose plan of project  2:30 pm: Answer questions  2:40 pm: Note down any additional requests | | | | | |