

Meeting Confirmation

Client Name: Maleesha Vidurath

Date and Time: July 5, 2024, at 10:00 AM

Location: Root Code, 25/M1, 25 St Anthony's Mawatha, Colombo 00300

Agenda Items:

1. Introduction and overview of services
2. Discussion on project requirements
3. Timeline and milestones
4. Budget and payment terms
5. Q&A and next steps

Confirmed by:

Sachithaka Jasekara

Client Relationship Manager

Email: sachinthaka@gmail.com

Phone: 0740429516

Additional Notes:

Please arrive 10 minutes early to allow time for check-in at the reception. If you have any questions or need to reschedule, please contact me at your earliest convenience.