

## MEETING MINUTES

### 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.

<b>Project Name:</b>	E-commerce website assisted with an AI-based chatbot for Caramels and Almonds		
<b>Date of Meeting:</b> (MM/DD/YYYY)	07/02/2023	<b>Location:</b>	SLIITA Premises
<b>Minutes Prepared By:</b>	Hasini Jayasekara Vithanage	<b>Charge time to:</b>	11.45 AM – 12.00 PM

### 1. Purpose of Meeting

Present the SRS presentation and discuss the progress of the proposed project

### 2. Attendance at Meeting *(add rows as necessary)*

Name	Department. /Division	E-mail	Phone
Pruthuvi Wijesinghe	Project Manager	pruthuvi.wijesinghe@aisec.net	+94770169638
Hasini Jayasekara Vithanage	Scheduling Manager	jayasekarahasini99@gmail.com	+94768816651
R.S Senarathna	Quality Manager	sachinhasenarathna10@gmail.com	+94774305756
A.S De Silva	Risk Manager	desilvaavindi@gmail.com	+94766930101
H.M.Pumudi Chamalka Kumari Herath	Startup Manager	herathpumudi99@gmail.com	+94702880542

### 3. Meeting Agenda

1. All members present the SRS presentation
2. Get feedback

### 4. Meeting Notes, Decisions, Issues

1. Project stage plan should be prepared for the proposed project
2. Recheck the ER diagram review part
3. Link the PID and other necessary documents

### 5. Action Items *(add rows as necessary)*

Action	Assigned to	Due Date
Prepare meeting minutes, configuration management plan,	Scheduling Manager	07/07/2023
Prepare the stage plan and Agilometer	Start-up Manager	07/07/2023
Prepare the risk log, risk plan, daily log Finalize the PID, project plan and quality plan	Risk Manager	07/07/2023
Prepare the quality log, quality checklist and product checklist, burn up and down diagrams	Quality Manager	07/07/2023
Prepare the Work Package	Project Manager	07/07/2023

### 6. Next Meeting

<b>Date:</b> (MM/DD/YYYY)	07/09/2023	<b>Time:</b>	1.30pm	<b>Location:</b>	SLIITA Premises
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1. Complete and show the necessary documents for week 4.</li> <li>2. Discuss the shortcomings of the documents.</li> </ol>				

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Dr. Yasas Jayaweera