



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.

Project Name:	E-commerce website assisted with an AI-based chatbot for Caramels and Almonds		
Date of Meeting: (MM/DD/YYYY)	06/29/2023	Location:	Zoom Meeting
Minutes Prepared By:	Hasini Jayasekara Vithanage	Charge time to:	30 minutes

1. Purpose of Meeting

To discuss the estimated budget of the project.

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

Name	Department./Division	E-mail	Phone
Senuthi Wijesinghe	Client	caramolsandalmonds@gmail.com	+94773404532
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. Present a summary of the last meeting by the start-up manager.
2. The project manager reviews the project scope and requirements.
3. Present the estimated budget to the client.
4. The discussion concludes after both participants agree on the budget.



4. Meeting Notes, Decisions, Issues

1. Approved the budget and got authorization to proceed with the project.

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

Action	Assigned to	Due Date
Discuss the estimated timeline and schedule the client meeting, prepare meeting minutes, the SRS report, and ER and Class diagrams for presentation.	Hasini Jayasekara Vithanage - Scheduling Manager	06/22/2023
Prepare the business case report.	Pruthuvi Wijesinghe – Project Manager	06/23/2023
Prepare the daily log for week 3, the project quality plan, the SRS report, and the risk log.	A.S.De Silva – Risk Manager	06/23/2023
Prepare the project quality plan, the quality checklist, and the quality log.	R.S.Senarathna – Quality Manager	06/23/2023
Prepare the SRS report, WBS, and Activity diagrams for presentation.	H.M.Pumudi Chamalka Kumari Herath – Startup Manager	06/22/2023

6. Next Meeting

Date: (MM/DD/YYYY)	07/08/2023	Time:	7.00 pm	Location:	Zoom Meeting
Agenda:	1. Present the progress of the project				

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(Signature of the client)