

MEETING MINUTES

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|---|---|------------------------|-----------------|
| Project Name: | E-commerce website assisted with an AI-based chatbot for Caramels and Almonds | | |
| Date of Meeting: (MM/DD/YYYY) | 08/12/2023 | Location: | ZOOM Conference |
| Minutes Prepared By: | Hasini Jayasekara Vithanage | Charge time to: | 01 hour |

1. Purpose of Meeting

Consider the project's progress and the method for closing it down

2. Attendance at Meeting

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

3. Meeting Agenda

1. Go through the project status and development.
2. Discuss about the project end report.
3. Analyse the RACI Matrix.
4. Discuss the Test Plan and Test cases.
5. Summarise and bring the meeting's conversation to an end.

4. Meeting Notes, Decisions, Issues

1. All documents related to the project should be submitted on the 18th of August 2023.

5. Action Items

| Action | Assigned to | Due Date |
|----------------------------------|-----------------------------------|------------|
| Project End Report | H.M.Pumudi Herath A.S De Silva | 12/08/2023 |
| Project Approach | Hasini Jayasekara Vithanage | 12/08/2023 |
| RACI Matrix | H.M.Pumudi Herath | 12/08/2023 |
| User Acceptance Testing | R.S Senarathna | 12/08/2023 |
| Update Test Cases | R.S Senarathna | 12/08/2023 |
| Update Product Quality Checklist | R.S Senarathna | 12/08/2023 |
| Quality Log | R.S Senarathna | 12/08/2023 |
| Prepare the COCOMO | A.S De Silva | 12/08/2023 |

6. Next Meeting

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|------------------------------|--|--------------|--|------------------|--|
| Date: (MM/DD/YYYY) | | Time: | | Location: | |
| Agenda: | | | | | |