University of Bedfordshire

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)	07/09/2023	Location:	SLIITA Premises
Minutes Prepared By:	Hasini Jayasekara Vithanage	Charge time to:	1.30 PM onwards

1. Purpose of Meeting

Discuss the progress of the proposed project

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

Name	Department. /Division	E-mail	Phone
Hasini Jayasekara Vithanage	Scheduling Manager	jayasekarahasini99@gmail.com	+94768816651
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. Individually presented the reports prepared by the team members.
2. Get feedback

4. Meeting Notes, Decisions, Issues

1. The Activity Network Diagram should be prepared for the proposed project
2. Recheck and add months or weeks to the burn-up and burn-down diagrams
3. The Work Package should be created for Sprint 1
4. Need to present the prototype of the system and other necessary documents for week 5

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

Action	Assigned to	Due Date
Prepare meeting minutes, Highlight Report 1, and finalize the Work Package for Sprint 1	Scheduling Manager	07/16/2023
Prepare SBS, AOA, and PDM diagrams	Start-up Manager	07/16/2023
Prepare the risk log, the risk plan, the daily log, and finalize all documents	Risk Manager	07/16/2023
Prepare the quality log, the quality checklist, and the product checklist, and finalize the burn-up and burn-down diagrams	Quality Manager	07/16/2023
Prepare the Exception report for Sprint 1	Project Manager	07/16/2023

6. Next Meeting

Date: (MM/DD/YYYY)	07/16/2023	Time:	11.55pm	Location:	SLIITA Premises
Agenda:	1. Complete and show the necessary documents for Week 5 2. Discuss the shortcomings of the documents 3. Present the prototype of the proposed system				

....
Dr. Yasas Jayaweera