



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)	07/08/2023	Location:	Zoom Meeting
Minutes Prepared By:	Hasini Jayasekara Vithanage	Charge time to:	1 hour

1. Purpose of Meeting

To have discussions about the progress of the project and show the SRS report

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

Name	Department./Division	E-mail	Phone
Senuthi Wijesinghe	Owner of Caramels and Almonds	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. Present the SRS report to the client.
3. Project manager reviews the SRS report.
4. Display the designed UI by the risk manager.
5. Show the progress of the project.



4. Meeting Notes, Decisions, Issues

1. The client was satisfied with the designed UI.
2. The client was satisfied with the progress of the project.

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

Action	Assigned to	Due Date
Discuss estimated timeline and schedule the client meeting, prepare meeting minutes, configuration management plan	Hasini Jayasekara Vithanage - Scheduling Manager	07/07/2023
Prepare the Work Package	Pruthuvi Wijesinghe – Project Manager	07/07/2023
Prepare the risk log, risk plan, daily log Finalize the PID, project plan and quality plan	A.S De Silva – Risk Manager	07/07/2023
Prepare the quality log, quality checklist and product checklist, , burn up and down diagrams	R.S Senarathna – Quality Manager	07/07/2023
Prepare the stage plan and Agilometer	H.M.Pumudi Chamalka Kumari Herath – Startup Manager	07/07/2023

6. Next Meeting

Date: (MM/DD/YYYY)	07/14/2023	Time:	7.00 pm	Location:	Zoom Meeting
Agenda:	1. Have discussions about the progress of the project				

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(Signature of the client)