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)	08/10/2023	**Location:**	Zoom Meeting
Minutes Prepared By:	Hasini Jayasekara Vithanage	**Charge time to:**	1 hour

1. Purpose of Meeting

To show the final outcome and the test cases.

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
Hasini Jayasekara Vithanage	Scheduling Manager	jayasekarahasini99@gmail.com	+94768816651
R.S Senarathna	Quality Manager	sachinthasenarathna10@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. Show the final outcome of the website.
3. Show the test cases of the project.

4. Meeting Notes, Decisions, Issues

1. The client was satisfied with the full project and accepted it.

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

Action	Assigned to	Due Date
Discuss estimated timeline and schedule the client meeting, prepare meeting minutes, highlight report 3 and work package for sprint 3	Hasini Jayasekara Vithanage - Scheduling Manager	08/13/2023
Prepare the COCOMO, daily log, and complete all documents	A.S De Silva – Risk Manager	08/13/2023
Prepare the quality log, quality checklist, product checklist, lighthouse testing, update test cases and selenium test	R.S Senarathna – Quality Manager	08/13/2023
Prepare Stage plan for sprint 3, project end report, and kanban	H.M.Pumudi Herath – Startup Manager	08/13/2023
Prepare the lessons learned report	Pruthuvi Wijesinghe - Project Manager	08/13/2023

6. Next Meeting

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

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(Signature of the client)