



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)	08/03/2023	Location:	Zoom Meeting
Minutes Prepared By:	Hasini Jayasekara Vithanage	Charge time to:	1 hour

1. Purpose of Meeting

To have discussions about the progress and show the test cases of the project

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. Show the progress of the project.
3. Show the front-end and back-end of the project up to the spinning wheel.
4. Discuss the client's satisfaction about the project.
5. Show the test cases of the project up to Sprint 2.



4. Meeting Notes, Decisions, Issues

1. 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, project approach and project issue log	Hasini Jayasekara Vithanage - Scheduling Manager	08/06/2023
Prepare the daily log, risk log, risk plan, update risk register, prepare risk profiling table, probability impact grid and daily log	A.S De Silva – Risk Manager	08/06/2023
Prepare the quality log, quality checklist, product checklist, lighthouse testing	R.S Senarathna – Quality Manager	08/06/2023
Prepare code of conduct and update RACI matrix	H.M.Pumudi Herath – Startup Manager	08/06/2023
Prepare the lessons learned log	Pruthuvi Wijesinghe - Project Manager	08/06/2023

6. Next Meeting

Date: (MM/DD/YYYY)	08/10/2023	Time:	7.00 pm	Location:	Zoom Meeting
Agenda:	1. Show the final outcome and test cases				

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(Signature of the client)