

## 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.

<b>Project Name:</b>	E-commerce website assisted with an AI-based chatbot for Caramels and Almonds		
<b>Date of Meeting:</b> (MM/DD/YYYY)	07/16/2023	<b>Location:</b>	SLIITA Premises
<b>Minutes Prepared By:</b>	Hasini Jayasekara Vithanage	<b>Charge time to:</b>	11.55 AM – 12.05 PM

### 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
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. Individually presented the reports prepared by the team members
2. Show the progress of the project
3. Get feedback

### 4. Meeting Notes, Decisions, Issues

1. Should add critical sections to the PDM Diagram
2. Highlight report should be create for week 6
3. The project board was satisfied with the progress of the project

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

Action	Assigned to	Due Date
Prepare meeting minutes, Highlight report 1	Scheduling Manager	07/23/2023
Prepare RACI matrix, update PDM and AOA diagram	Start-up Manager	07/23/2023
Prepare the risk log, risk plan, risk register, qualitative analysis, quantitative analysis, daily log and complete all documents	Risk Manager	07/23/2023
Prepare the quality log, quality checklist, product checklist, test cases, test plan and EV report	Quality Manager	07/23/2023

### 6. Next Meeting

<b>Date:</b> (MM/DD/YYYY)	07/23/2023	<b>Time:</b>	1.30 pm	<b>Location:</b>	SLIITA Premises
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1. Complete and show the necessary documents for week 6</li> <li>2. Discuss the shortcomings of the documents</li> <li>3. Show the progress of the proposed project for week 6</li> </ol>				

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Dr. Yasas Jayaweera