



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)	06/14/2023	Location:	Zoom Meeting
Minutes Prepared By:	Hasini Jayasekara Vithanage	Charge time to:	1 hour

1. Purpose of Meeting

Offer the request letter, the recommended features, and the suggestions in order to obtain approval.

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. Brief introduction about the team members by the start-up manager.
2. Introduction about the proposed project and get approval from the client to start the project.
3. Discuss about the functionalities of the system.
4. Present the request letter.
5. The discussion concludes with both participants agreeing on the proposed project and requirements.



4. Meeting Notes, Decisions, Issues

1. Both the request letter and the project functionalities were approved by the client.
2. The theme used to design the interfaces was discussed.
3. Completed all initial specifications.

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

Action	Assigned to	Due Date
Schedule the client meeting and prepare meeting minutes	Hasini Jayasekara Vithanage - Scheduling Manager	06/14/2023
Prepare the request letter for the client	Pruthuvi Wijesinghe - Project Manager	06/13/2023
Prepare the use case diagram and examine the documents created by team members.	R.S Senarathna - Quality Manager	06/16/2023
Prepare the project brief and discuss about the security issues and any potential vulnerabilities of the website with the client.	A.S De Silva - Risk Manager	06/14/2023
Gather opinions about the website's user interfaces.	H.M.Pumudi Chamalka Kumari Herath - Startup Manager	06/14/2023

6. Next Meeting

Date: (MM/DD/YYYY)	06/20/2023	Time:	6.00 pm	Location:	Zoom Meeting
Agenda:	<ol style="list-style-type: none">1. Handing over the project proposal to the client.2. Discuss about any improvements that should be made in the proposed project.				

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(Signature of the client)