

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)	06/18/2023	Location:	SLIITA Premises
Minutes Prepared By:	Hasini Jayasekara Vithanage	Charge time to:	12.15 PM – 12.30 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. Discussion about the background of the proposed project.
2. Show all prepared documents
3. Get feedback

4. Meeting Notes, Decisions, Issues

1. Requested to complete the Project Plan.
2. The quality checklist should be prepared for week 2.
3. Need to complete the PBS, PFD, and Product description.

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

Action	Assigned to	Due Date
Prepare Communication Plan, Gantt Chart and Meeting minutes	Scheduling Manager	06/25/2023
Prepare Project Plan and Project Proposal	Start-up Manager	06/25/2023
Prepare Risk log, PBS, PFD and daily log.	Risk Manager	06/25/2023
Prepare Checklist, PBS and PFD, check all documents for week2	Quality Manager	06/25/2023
Prepare the product description	Project Manager	06/25/2023

6. Next Meeting

Date: (MM/DD/YYYY)	06/25/2023	Time:	12.15 pm- 12.30 pm	Location:	SLIITA Premises
Agenda:	<ol style="list-style-type: none"> 1. Complete and show the necessary documents for week2. 2. Discuss the shortcomings of the documents. 				

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Dr. Yasas Jayaweera