



## 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)	06/22/2023	<b>Location:</b>	Zoom Meeting
<b>Minutes Prepared By:</b>	Hasini Jayasekara Vithanage	<b>Charge time to:</b>	1 hour

### 1. Purpose of Meeting

To have discussions about the existing procedure and to collect data

### 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. Handover the project proposal to the client.
3. Discuss the modifications that must be further addressed
4. Discuss and finalize project scope
5. The discussion concludes with both participants agreeing on the discussion.



#### 4. Meeting Notes, Decisions, Issues

1. Due to unexpected circumstances, the meeting scheduled for June 20<sup>th</sup> was cancelled and rescheduled for June 22<sup>nd</sup>, 2023.
2. The client was satisfied with the project proposal.

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

Action	Assigned to	Due Date
Discuss estimated timeline and schedule the client meeting and prepare meeting minutes	Hasini Jayasekara Vithanage - Scheduling Manager	06/22/2023
Prepare product description	Pruthuvi Wijesinghe – Project Manager	06/22/2023
Prepare risk log, PBS, PDF diagrams	A.S.De Silva – Risk Manager	06/25/2023
Prepare checklist, Check all documents prepared by the team members	R.S.Senarathna – Quality Manager	06/25/2023
Prepare project plan	H.M.Pumudi Chamalka Kumari Herath – Startup Manager	06/20/2023

#### 6. Next Meeting

<b>Date:</b> (MM/DD/YYYY)	06/29/2023	<b>Time:</b>	7.00 pm	<b>Location:</b>	Zoom Meeting
<b>Agenda:</b>	1. Finalize the budget				

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(Signature of the client)