

## 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)	07/29/2023	<b>Location:</b>	SLIITA Premises
<b>Minutes Prepared By:</b>	Hasini Jayasekara Vithanage	<b>Charge time to:</b>	11.15 AM – 11.25 AM

### 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
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 update the RACI matrix.
2. The risk register should be created for week 8.
3. Should prepare the lessons learned log.

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

Action	Assigned to	Due Date
Prepare meeting minutes, project approach and project issue log	Scheduling Manager	08/06/2023
Update the RACI matrix, prepare the code of conduct	Start-up Manager	08/06/2023
Prepare the risk log, risk plan, risk register, risk profiling table, probability impact grid, daily log and complete all documents	Risk Manager	08/06/2023
Prepare the quality log, quality checklist, product checklist, lighthouse testing	Quality Manager	08/06/2023
Prepare the lesson learned log	Project Manager	08/06/2023

### 6. Next Meeting

<b>Date:</b> (MM/DD/YYYY)	08/06/2023	<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 8.</li> <li>2. Discuss the shortcomings of the documents.</li> </ol>				