

## 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)	07/09/2023	<b>Location:</b>	SLIITA Premises
<b>Minutes Prepared By:</b>	Hasini Jayasekara Vithanage	<b>Charge time to:</b>	1.30 PM onwards

### 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
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. Get feedback

### 4. Meeting Notes, Decisions, Issues

1. The Activity Network Diagram should be prepared for the proposed project
2. Recheck and add months or weeks to the burn-up and burn-down diagrams
3. The Work Package should be created for Sprint 1
4. Need to present the prototype of the system and other necessary documents for week 5

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

Action	Assigned to	Due Date
Prepare meeting minutes, Highlight Report 1, and finalize the Work Package for Sprint 1	Scheduling Manager	07/16/2023
Prepare SBS, AOA, and PDM diagrams	Start-up Manager	07/16/2023
Prepare the risk log, the risk plan, the daily log, and finalize all documents	Risk Manager	07/16/2023
Prepare the quality log, the quality checklist, and the product checklist, earned value analysis report and finalize the burn-up and burn-down diagrams	Quality Manager	07/16/2023
Prepare the Exception report for Sprint 1	Project Manager	07/16/2023

### 6. Next Meeting

<b>Date:</b> (MM/DD/YYYY)	07/16/2023	<b>Time:</b>	11.55pm	<b>Location:</b>	SLIITA Premises
<b>Agenda:</b>	<ol style="list-style-type: none"> <li>1. Complete and show the necessary documents for Week 5</li> <li>2. Discuss the shortcomings of the documents</li> <li>3. Present the prototype of the proposed system</li> </ol>				

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Dr. Yasas Jayaweera