



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)	07/21/2023	Location:	Zoom Meeting
Minutes Prepared By:	Hasini Jayasekara Vithanage	Charge time to:	1 hour

1. Purpose of Meeting

To have discussions about the progress of the project.

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. Show the progress of the project.
3. Discuss the client satisfaction about the front-end.



4. Meeting Notes, Decisions, Issues

1. The client was satisfied with the progress of the project

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

Action	Assigned to	Due Date
Discuss estimated timeline and schedule the client meeting, prepare meeting minutes, and Highlight report 1	Hasini Jayasekara Vithanage - Scheduling Manager	07/22/2023
Prepare the risk log, risk plan, risk register, qualitative analysis, quantitative analysis, daily log and complete all documents	A.S De Silva – Risk Manager	07/22/2023
Prepare the quality log, quality checklist, product checklist, test cases, test plan and EV report	R.S Senarathna – Quality Manager	07/22/2023
Prepare RACI matrix, update PDM and AOA diagram	H.M.Pumudi Herath – Startup Manager	07/22/2023

6. Next Meeting

Date: (MM/DD/YYYY)	07/27/2023	Time:	7.00 pm	Location:	Zoom Meeting
Agenda:	1. Have discussions about the progress of the project				

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(Signature of the client)