



## 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)	07/21/2023	<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 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
Prepare the work package 2	Pruthuvi Wijesinghe - Project Manager	07/22/2023

#### 6. Next Meeting

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

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(Signature of the client)