



## 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)	07/08/2023	<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 and show the SRS report

### 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. Present the SRS report to the client.
3. Project manager reviews the SRS report.
4. Display the designed UI by the risk manager.
5. Show the progress of the project.



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

1. The client was satisfied with the designed UI.
2. 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, configuration management plan, burn up and down diagrams.	Hasini Jayasekara Vithanage - Scheduling Manager	07/06/2023
Prepare the exception report.	Pruthuvi Wijesinghe – Project Manager	07/06/2023
Prepare the risk log, risk plan, daily log and finalize the PID.	A.S.De Silva – Risk Manager	07/06/2023
Prepare the quality log, quality checklist and product checklist.	R.S.Senarathna – Quality Manager	07/06/2023
Prepare the stage plan and Agilometer.	H.M.Pumudi Chamalka Kumari Herath – Startup Manager	07/06/2023

#### 6. Next Meeting

<b>Date:</b> (MM/DD/YYYY)	07/14/2023	<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)