University of Bedfordshire

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)	07/16/2023	Location:	SLIITA Premises
Minutes Prepared By:	Hasini Jayasekara Vithanage	Charge time to:	11.55 AM – 12.05 PM

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
Pruthuvi Wijesinghe	Project Manager	pruthuvi.wijesinghe@aisec.net	+94770169638
Hasini Jayasekara Vithanage	Scheduling Manager	jayasekarahasini99@gmail.com	+94768816651
R.S Senarathna	Quality Manager	sachinthasenarathna10@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

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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 add critical sections to the PDM Diagram
2. Highlight report should be create for week 6
3. The project board was satisfied with the progress of the project

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

Action	Assigned to	Due Date
Prepare meeting minutes, Highlight report 1	Scheduling Manager	07/23/2023
Prepare RACI matrix, update PDM and AOA diagram	Start-up Manager	07/23/2023
Prepare the risk log, risk plan, risk register, qualitative analysis, quantitative analysis, daily log and complete all documents	Risk Manager	07/23/2023
Prepare the quality log, quality checklist, product checklist, test cases, test plan and EV report	Quality Manager	07/23/2023
Prepare the work package 2	Project Manager	07/23/2023

6. Next Meeting

Date: (MM/DD/YYYY)	07/23/2023	Time:	1.30 pm	Location:	SLIITA Premises
Agenda:	1. Complete and show the necessary documents for week 6 2. Discuss the shortcomings of the documents 3. Show the progress of the proposed project for week 6				

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Dr. Yasas Jayaweera