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)	07/02/2023	**Location:**	SLIITA Premises
Minutes Prepared By:	Hasini Jayasekara Vithanage	**Charge time to:**	11.45 AM – 12.00 PM

1. Purpose of Meeting

Present the SRS presentation and 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. All members present the SRS presentation
2. Get feedback

4. Meeting Notes, Decisions, Issues

1. Project stage plan should be prepared for the proposed project
2. Recheck the ER diagram review part
3. Link the PID and other necessary documents

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

Action	Assigned to	Due Date
Prepare meeting minutes, configuration management plan,	Scheduling Manager	07/07/2023
Prepare the stage plan and Agilometer	Start-up Manager	07/07/2023
Prepare the risk log, risk plan, daily log Finalize the PID, project plan and quality plan	Risk Manager	07/07/2023
Prepare the quality log, quality checklist and product checklist, burn up and down diagrams	Quality Manager	07/07/2023
Prepare the Work Package	Project Manager	07/07/2023

6. Next Meeting

Date: (MM/DD/YYYY)	07/09/2023	Time:	11.45 am- 12.00 pm	Location:	SLIITA Premises
Agenda:	1. Complete and show the necessary documents for week 4. 2. Discuss the shortcomings of the documents.				

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Dr. Yasas Jayaweera