

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)	06/25/2023	Location:	SLIITA Premises
Minutes Prepared By:	Hasini Jayasekara Vithanage	Charge time to:	01.30 PM – 01.45 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@alsec.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. A brief introduction about the status of the project by the project manager
2. Individually presented the reports prepared by the team members.
3. Get feedback

4. Meeting Notes, Decisions, Issues

1. Project feasibility report and quality plan should be prepared for the proposed project.
2. The project board should be updated in the project management tool.
3. The SRS report and the presentation should be prepared for week 3.

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

Action	Assigned to	Due Date
Prepare meeting minutes, the SRS report, and ER and class diagrams for the presentation.	Scheduling Manager	07/01/2023
Prepare the SRS report, WBS, and activity diagrams for the presentation.	Start-up Manager	07/01/2023
Prepare the daily log, the project quality plan, the SRS report, and the risk log.	Risk Manager	07/01/2023
Prepare the project quality plan, the quality checklist, and the quality log, and check all documents for week 3.	Quality Manager	07/01/2023
Prepare the Business case.	Project Manager	07/01/2023

6. Next Meeting

Date: (MM/DD/YYYY)	07/02/2023	Time:	11.45 am- 12.00 pm	Location:	SLIITA Premises
Agenda:	<ol style="list-style-type: none"> 1. Complete and show the necessary documents for week 3. 2. Discuss the shortcomings of the documents. 				

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Dr. Yasas Jayaweera