

## 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)	08/06/2023	<b>Location:</b>	SLIITA Premises
<b>Minutes Prepared By:</b>	Hasini Jayasekara Vithanage	<b>Charge time to:</b>	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
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 Herath	Startup Manager	herathpumudi99@gmail.com	+94702880542
Pruthuvi Wijesinghe	Project Manager	pruthuvi.wijesinghe@aisec.net	+94770169638

### 3. Meeting Agenda

1. Individually presented the reports prepared by the team members.
2. Show the progress of the project.
3. Show the AI chatbot.
4. Get feedback

### 4. Meeting Notes, Decisions, Issues

1. Should take a hard copy of the RACI matrix.
2. User acceptance testing should be done for week 9.
3. Should create the lessons learned report.

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

Action	Assigned to	Due Date
Prepare meeting minutes, highlight report 3 and work package for sprint 3	Scheduling Manager	08/13/2023
Prepare Stage plan for sprint 3, project end report, and kanban	Start-up Manager	08/13/2023
Prepare the COCOMO, daily log, and finalize all the documents	Risk Manager	08/13/2023
Prepare the quality log, quality checklist, product checklist, update test cases and user acceptance testing	Quality Manager	08/13/2023
Prepare the lesson learned report	Project Manager	08/13/2023

### 6. Next Meeting

<b>Date:</b> (MM/DD/YYYY)	13/08/2023	<b>Time:</b>	11:00 a.m.	<b>Location:</b>	SLIITA premises
<b>Agenda:</b>	1. Deliver the final result of the project.				

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Dr. Yasas Jayaweera