

## 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>	Weather Prediction Web App to Optimize Solar Power Plants		
<b>Date of Meeting:</b> (MM/DD/YYYY)	02/02/2024	<b>Location:</b>	13 <sup>th</sup> Floor - LAB 2
<b>Minutes Prepared By:</b>	P.U.Nisansa	<b>Charge time to:</b>	15 minutes

### 1. Purpose of Meeting

Discuss about the project and it's initial steps

### 2. Attendance at Meeting

Name	Department./Division	E-mail	Phone
P.U.Nisansa	Project Manager	<a href="mailto:uyaninpanagoda@gmail.com">uyaninpanagoda@gmail.com</a>	(+94) 701341839
x	Start-Up Manager	x@g mail.com	(+94) x
P.U.Nisansa	Risk Manager	<a href="mailto:uyaninpanagoda@gmail.com">uyaninpanagoda@gmail.com</a>	(+94) 701341839
P.U.Nisansa	Quality Manager	<a href="mailto:uyaninpanagoda@gmail.com">uyaninpanagoda@gmail.com</a>	(+94) 701341839
x	Scheduling Manager	x@gmail.com	(+94) x

### 3. Meeting Agenda

- Discussed the project idea with the supervisor.
- Show progress and get feedback.
- Show project brief.
- Show client request and acceptance.
- Show meeting minutes documents.
- Show daily log.
- Show Risk and Quality log.
- Show feasibility report.
- Discussed issues related to the proposed project.
- Supervisor recommendation on changes in presented reports.
- Discuss about the tasks that have to do in the next week.

### 4. Meeting Notes, Decisions, Issues

- Discussed issues related to the proposed project.
- Supervisor recommendation on changes in presented reports.
- Discussed about the task we have to do in the next week.

### 5. Action Items

Action	Assigned to	Due Date
Discussed the project idea with supervisor	Project Manager, Start-up Manager, Risk Manager, Quality Manager, Scheduling Manager	
Discussed each members progress	Project Manager, Start-up Manager, Risk Manager, Quality Manager, Scheduling Manager	
Discussed future works and documentations	Project Manager, Start-up Manager, Risk Manager, Quality Manager, Scheduling Manager	09/02/2023

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**6. Next Meeting**

<b>Date:</b> (MM/DD/YYYY)	09/02/2024	<b>Time:</b>	4.00 PM	<b>Location:</b>	Zoom
<b>Agenda:</b>					