# **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:** | AI Customer Analyzer | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 08/02/2023 | **Location:** | Google Meet |
| **Minutes Prepared By:** | G. Gunarakulan | **Charge time to:** | 4.30 pm – 5.30 pm |

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| 1. Purpose of Meeting |
| To discuss project requirements and build basic needs for the organization |

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| 2. Attendance at Meeting *(add rows as necessary)* | | | |
| **Name** | **Department./Division** | **E-mail** | **Phone** |
| Gunarakulan Gunaretnam | **Project Manager** | [gunarakulan@gmail.com](mailto:gunarakulan@gmail.com) | 74 000 1141 |
| Haritha Thavarajah | **Risk Manager** | Harithathavarajah97@gmail.com | 75 455 3948 |

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| 3. Meeting Agenda |
| * Presearch on requirement gathering * Risk identification discussion * Conclusion |

| 4. Meeting Notes, Decisions, Issues |
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| * Define basic requirements before approaching the client * Extract public information of the client to identify their needs * Identifies risks in the founded requirements |

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| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| Assigned a task to extract public information of the selected organzaition | G.Gunarakulan | 10/02/2023 |

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| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 08/02/2023 | **Time:** | 3.00 PM - 4.00 PM | **Location:** | Virtual (Google Meet) |
| **Agenda:** |  | | | | | |