# **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 Machine Vision Customer Analyzer | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 10/02/2023 | **Location:** | Google Meet |
| **Minutes Prepared By:** | A.Mathumitha | **Charge time to:** | 9.50pm – 11.15pm |

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| 1. Purpose of Meeting |
| SPPM Kickof Meeting (Internal Team Meeting) |

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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 |
| Sangeetha Thangavadivel | **Startup Manager** | thangavadivel.sangeetha1@gmail.com | 77 587 8149 |
| Haritha Thavarajah | **Risk Manager** | Harithathavarajah97@gmail.com | 75 455 3948 |
| Mathumitha Arasakulasoorian | **Schedule Manager** | arasakulasoorianmathu@gmail.com | 774090228 |
| Delaxsan Raj Sathiyanesan | **Quality Manager** | delaxsanraj652@gmail.com | 75 488 5720 |

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| 3. Meeting Agenda |
| This meeting covers the basic information of the project, where the team members discuss about the projects needs and etc. |

| 4. Meeting Notes, Decisions, Issues |
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| Meeting Notes:   * Focus on the prince 2 diagram * Divide all team members’ responsibility * Work on technology stacks * Discuss about |

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| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| Do the Daily log | Sangeetha Schedule | 12/02/2023 |
| Do the Meeting Minutes | Mathumitha Startup | 12/02/2023 |
| Refer to the Prince 2 principals | All Members | 11/02/2023 |
| Use case diagram | All Members | 11/02/2023 |
| Setup GitHub | All Members | 11/02/2023 |
| Setup PM tools | All Members | 11/02/2023 |