# **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) | 15/02/2023 | **Location:** | Google Meet |
| **Minutes Prepared By:** | Mathumitha | **Charge time to:** | 5.30pm – 7.30pm |

| 1. Purpose of Meeting |
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| Project Works Allocation Meetins & Clarify the Roles and Responsibilities (Internal Meeting) |

| 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 Manage** | 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 Manage** | delaxsanraj652@gmail.com | 75 488 5720 |

| 3. Meeting Agenda |
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| Need to Clarify the project functionalities  Analysis the Risks in the project  Focus on the PID Documentation |

| 4. Meeting Notes, Decisions, Issues |
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| Meeting Notes:   * Risk analysis * Work Extension for Preparation of Gand Chart   Decisions:   * Finish the PID & Gannt chart for Week 3 * Following weeks Focus on the system development   Issues   * Issues in finding the ethical issues in the project |

| 5. Action Items *(add rows as necessary)* | | |
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| **Action** | **Assigned to** | **Due Date** |
| Preparing Gantt chart | Sangeetha, Mathumitha | 17/02/2023 |
| Draw PID Document | All Members | 17/02/2023 |
| Focus on the Risk Analysis | Haritha/Gunarakulan | 17/02/2023 |
| Focus on the Quality log | Delaxsan | 17/02/2023 |
| Preparing Meeting Minutes | Mathumitha | 16/02/2023 |
| Preparing Daily Log | Sangeetha | 16/02/2023 |