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# **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 | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 19/02/2023 | **Location:** | Google Meet |
| **Minutes Prepared By:** | A. Mathumitha | **Charge time to:** | 4.30 pm – 5.30 pm |

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| 1. Purpose of Meeting |
| First, introduction meeting with a client to discuss their organizational goals, and needs |

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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 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 |
| Sharmiga Thevarasa | **CLIENT (Organization)** | **soumidhev95@gmail.com** |  |
| Hirushiharan Thevendran | **CLIENT (Organization)** | **hirushiharant@gmail.com** |  |

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| 3. Meeting Agenda |
| * Introduction and Opening Remarks: * Project Overview: * Requirements Gathering: * Use Case Analysis: * Technical Requirements: * Timeline and Deliverables: * Budget: * Q&A: * Closing: |

| 4. Meeting Notes, Decisions, Issues |
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| * Introduce the team, and thank the client for meeting with you. * Provide a brief overview of the project, including the objectives, scope, and critical features. * Discuss the client's requirements in more detail, including any specific needs or preferences for the system. * Review the use case diagram and discuss the various scenarios where the system will be used. * Discuss the technical requirements to develop the system, including Python, computer vision and machine learning libraries such as OpenCV and TensorFlow, and the MERN stack for web panel development. * Discuss the project timeline, including the estimated project duration, and provide a tentative delivery date. * Discuss the cost of the project and ensure that it is within the client's budget. |

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| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| Clarify project requirements | Startup Manager | 20/02/2023 |
| Define project scope | Startup Manager | 20/02/2023 |
| Identify project stakeholder | Startup Manager | 21/02/2023 |
| Determine project budget | Startup Manager | 21/02/2023 |
| Determine the project team | Project Manager | 21/02/2023 |
| Identify the risk in the collected requirements | Risk Manager | 20/02/2023 |
| Create acceptance criteria | Quality Manager | 20/02/2023 |

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| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 24/02/2023 | **Time:** | 5.00 PM - 6.00 PM | **Location:** | Virtual (Google Meet) |
| **Agenda:** | * Review progress * Demonstrate a prototype * Review any outstanding issues or risks * Review the project budget and expenditures * Discuss the next steps and action items | | | | | |