# **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) | 23/02/2023 | **Location:** | Google Meet |
| **Minutes Prepared By:** | A. Mathumitha | **Charge time to:** | 3.30 pm – 4.30 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 Manager** | thangavadivel.sangeetha1@gmail.com | 77 587 8149 |
| Mathumitha Arasakulasoorian | **Schedule Manager** | arasakulasoorianmathu@gmail.com | 774090228 |
| 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: * SRS Presentation * SRS Report review * Work updates * Artifact Demo (what is done so far) |

| 4. Meeting Notes, Decisions, Issues |
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| * After cleaning up the SRS, we must send them; they will review and approve that. * We showed the demo of the artifact that what is done so far. * We finished face detection and webcam accessing in technical. * We showed them the technical works, * They validated the artifact. * They asked us to build a real-time facial expression detection module separately to place. * Informed them to build other features by next week (Emotion detection | Age & Gender detection) |

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| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| Cleanup the SRS and email to the client | Startup Manager | 25/02/2023 |
| Implement emotion/age gender detection functions. | Developers | Project Manager | 28/02/2023 |
| Test the current build of the artifact and report | Quality Manager | 25/02/2023 |
| Find any risks in the current artifact | Risk Manager | 25/02/2023 |

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| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 1/03/2023 | **Time:** | 5.00 PM - 6.00 PM | **Location:** | Virtual (Google Meet) |
| **Agenda:** | * Artifact Demonstration * Risk mitigation plan explanation | | | | | |