# **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) | 01/03/2023 | **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 * Weekly progress update * Explanation of next week work * Feedback |

| 4. Meeting Notes, Decisions, Issues |
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| * Show a demo of the built prototype. * Set it up on the side for testing. * Age prediction work is a little low. |

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| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
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