# **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) | 18/03/2023 | **Location:** | Google Meet |
| **Minutes Prepared By:** | A. Mathumitha | **Charge time to:** | 3.30 pm – 4.30 pm |

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

|  |  |  |  |
| --- | --- | --- | --- |
| 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** |  |

|  |
| --- |
| 3. Meeting Agenda |
| * Introduction * Weekly progress update * Explanation of next week work * Feedback |

| 4. Meeting Notes, Decisions, Issues |
| --- |
| * Show this week’s work. * Get approval. * Show UI/UX * They suggested we to make them charts |

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