**Meeting-Heading**

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| **Meeting Information** | | | |
| Meeting Date/Time | 2023/09/01  7.00 p.m. | | |
| **Participants** | Wijesinghe W.G.T.K.  Madhushan S. H. I.  Lohishan K.  Fahama M. A. R. F.  Gunawardena K. H. D. | | |
| **Estimated Time** | 1 hour | Actual Time | 1.5 hours |
| **Special Notes** | Second meeting with group members | | |
| **Call/Location Information** | Via Teams | | |
| **Supported Documents** | According to the previous tasks | | |

#### Agenda:

* Create Clickup Accounts
* Explained about Clickup account and how it used for our group project
* Create Figma Accounts
* Explained about Figma account and how it used for our group project
* Create Balsamiq Accounts
* Explained about Balsamiq account and how it used for our group project

**Notes/Clarifications:**

**Meeting Minutes:**

The meeting was held on September 01, 2023, at 7.00p.m. via Microsoft Teams. The estimated time for the meeting was 1 hour, but it ended up lasting 1.5 hours.

**Action Items:**

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| **Action item** | **Decision made by** |
| * Created Clickup Accounts * Created Figma Accounts * Created Balsamiq Accounts * Explained current processing about project by leader (Hasaranga) | **All**  **\*By Leader** |
| * Assigned M.A.R.Fathima Fahama as a meeting mintues writer . | **All** |
| * **Project’s next step tasks have given to all members by leader** | **All** |