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:	Bill Detection System		
Date of Meeting: (DD/MM/YYYY)	09/02/2022	**Location:**	Maharagama
Minutes Prepared By:	Gimhan L Thebuwana	**Charge time to:**	1 hour

1. Purpose of Meeting

To confirm project idea.

2. Attendance at Meeting

Name	Department/Division	E-mail	Phone
M.K.N.K Pieris	Project Manager	kavindukalhara66@gmail.com	0766395816
Thebuwana G.L	Schedule Manager	gimhanthebuwana199901@gmail.com	0717342500
Kalansooriya C.S	Quality Manager	chathusandakelum@gmail.com	0761797705
Sanesha Gangul U.H	Risk Manager	saneshagangul@gmail.com	0722000574
J Ravindu Chathuranga	Start-up Manager	rchathuranga417@gmail.com	0770180886

3. Meeting Agenda

1. Beginning of the meeting.

2. Introduction of the project team.

3. Introduction of the project.

4. Discuss about the client's current system.

5. Discuss about client requirements.

6. End of the meeting

4. Meeting Notes, Decisions, Issues

- Sipsara Bookshop is currently using the traditional way by keeping records in Excel sheets.
- Client waste time for adding records manually to excel sheets each time he purchases a product to the shop.
- By the requirements gathered with the client, the proposed system is developing a web application to automate the process of manually adding product details to excel sheets by capturing and scanning bills(invoice) and downloading product details as an excel sheet.

5. Action Items

Action	Assigned to	Due Date
Introduction of the project team.	M.K.N.K Pieris	*09/02/2022*
Introduction of the project	Thebuwana G.L	*09/02/2022*
Discuss about the client's current system.	Kalansooriya C.S	*09/02/2022*
Discuss about client requirements	J Ravindu Chathuranga	*09/02/2022*
Taking the client acceptance	Sanesha Gangul U.H	*09/02/2022*

6. Next Meeting

Date: (DD/MM/YYYY)	*15/02/2022*	Time:	10.00 A.M	Location:	Maharagama
Agenda:	1. Discuss the improvements to be done. 2. Present Project Proposal. 3. Present client meeting minutes. 4. Discuss the next tasks.				