| **Project Name:** | **Business Management system for Lanka Tools (Pvt) Ltd** | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 28/06/2022 | **Location:** | Zoom meeting |
| **Minutes Prepared By:** | Ruwanthi Narampanawa: Scheduling Manager | **Charge time to:** | 2 hours |

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| 1. Purpose of Meeting |
| Getting a clear idea on the business background and gathering client requirements. |

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| 2. Attendance at Meeting *(add rows as necessary)* | | | |
| **Name** | **Department/Division** | **E-mail** | **Phone** |
| Bhathiya Kannangara | Project Manager | bhathiyakannangara@gmail.com | 076-9019223 |
| Imanka jayasiriwardena | Startup Manager | imanka.vj@gmail.com | 077-9867882 |
| Layan perera | Quality Manager | Layanperera77@gmail.com | 076-5778103 |
| R.A.G.U.T.Rajapaksha | Risk Manager | uthpalarajapakshe98@gmail.com | 077-6330396 |
| Ruwanthi Narampanawa | Scheduling Manager | rk.narampanawa@gmail.com | 077-1907202 |

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| 3. Meeting Agenda |
| 1. Introducing the team and the designations. 2. Getting a basic idea of the business operation. 3. Discuss and analyses the client's requirement. 4. Discussing about the requested main features of the project. 5. Discuss about the delivery timeline. |

| 4. Meeting Notes, Decisions, Issues |
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| 1. Well established business operations. 2. Using of manual and paper based processes. 3. Client’s expectation to have a centralized system which can monitor/track other outlets operations. 4. Multiple business modules are available such as Employee mgmt., Payroll, Rentals, Inventory 5. Client expecting to have delivery module in later phase of the system but requirement not finalized from clients end. |

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| 5. Action Items (*add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| Gathering requirements of the project | Imanka jayasiriwardena : Startup Manager | 29/06/2022 |
| Finalize the client requirements related to each modules | Imanka jayasiriwardena : Startup Manager  Ruwanthi Narampanawa : Scheduling Manager | 08/07/2022 |
| Proposing Ideas/enhancement for the requirements of the client | Imanka jayasiriwardena : Startup Manager | 09/07/2022 |

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| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 09/07/2022 | **Time:** | 08.30 PM | **Location:** | Zoom meeting. |
| Agenda: | 1. Hand over the business proposal of the project. 2. Get clarifications if there’s any concerns related to the requirements 3. Delivering the current states. | | | | | |



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Director- Lanka Tools (Pvt) Ltd